

PETER TO

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EDUCATION

University of California, Berkeley

B.A. Economics

Berkeley, CA

August 2018 - May 2020

- **Overall GPA:** 3.94/4.0
- **Relevant Coursework:** Intermediate Micro- and Macro-Economics, Financial Economics, International Trade, Data Science, Probability and Statistics
- **Honors:** Deans Honor List, UC Berkeley Transfer Scholarship

University of California, Irvine

B.A. Business Administration, Emphasis in Accounting (not completed)

Irvine, CA

Sep 2016 - June 2018

- Finished all accounting emphasis courses
- **Relevant Coursework:** Financial and Managerial Accounting, Auditing, Corporate Finance, Individual Taxation, Accounting Information System

WORK EXPERIENCE

UC Berkeley Osher Lifelong Learning Institute

Student Assistant

Berkeley, CA

Sep 2018 - Present

- Assist lecturers in classroom instruction and provide support and guidance to students and guests.
- Ensure smooth class flow and assist in classroom coordination.
- Provide technical support for supervisors.

Union Medical Healthcare Limited

Administrative Clerk

Kowloon, Hong Kong

Aug 2017 - Sep 2017

- Compiled, sorted, and processed more than 1000 customer information and treatment records by Excel.
- Helped prepare guidelines for doctors and staff and consent forms for customers.
- Organized and updated company files, sorted incoming mails and other documents.

Moore Stephens CPA Limited Hong Kong

Audit Intern

Kowloon, Hong Kong

Jun 2017 - Aug 2017

- Examined financial documents for clients and ensured that the financial records are accurate.
- Prepared audit working papers using Microsoft Excel and Word and auditing software.
- Contacted with clients and independent parties to request financial information through phone and email.

EXTRA-CURRICULAR ACTIVITIES

UC Berkeley HKSA Intramural Volleyball Team

Team Captain

Berkeley, CA

Sep 2018 - Present

- Led the team to intramural Co-Rec volleyball playoffs in Fall 2018.
- Recruit players and organize team practices and other events.
- Effectively communicate with team members, other teams captains, officials, and supervisors.

OTHER SKILLS

Languages: Fluent English, Native Cantonese, Fluent Mandarin

Skills: Microsoft Office (Excel, Word, PowerPoint), Programming R, Mac OS and Windows, Social Media (Facebook, Instagram, Snapchat), Typing 50wpm, Video Editing

Interests: Sports (Volleyball, Basketball, Soccer), Traveling, Video games