

ZICHEN (CONSTANCE) NIE

Hacienda Heights

znie003@ucr.edu

951-213-1736

Professional Skills	Auditing, Systems, Managerial, Financial Statement Analysis, Fraud and Forensic Accounting, IT Auditing, Internal Auditing, Financial Accounting and US Taxation	
Education	University of California, Riverside	Riverside, CA
	The A. Gary Anderson Graduate School of Management (September 2018 – June 2019) Master of Professional Accountancy (STEM Program-3YEAR OPT)	
	University of California, Riverside Exchange Program (September 2017 – June 2018) Major: Accountancy; GPA:3.80	Riverside, CA
Experience	Wuhan Institute of Technology University	Wuhan, China
	Bachelor of Management (September 2014 – June 2017) Major: Accountancy; GPA:3.52	
	Melko logistic Group.	City of Industry, CA, USA
Activities	Accountant (August 2019 - Current) <ul style="list-style-type: none">• Processed full cycle of accounts payable in Quickbooks, from proper coding invoices, setting up new vendors, matching purchase orders, cutting of checks, sending signed checks in a timely manner;• Evaluated vendor statements and reconciled bank statements, monitored AP aging management;• Monitored all mails by vendors and address all issues in scheduling and disbursing accounts payable;• Detected discrepancies on records or reports;• Performed clerical duties including typing, accepting orders, or sorting mail.• Process account invoices• Reconcile or balance financial records• Maintain records, reports, or files• Prepare billing statements• Light collections duties to keep update on accounts receivables	
	Jinlifu Inc.	City of Industry, CA, USA
	Accountant Assistant (January 2019 - June 2019) <ul style="list-style-type: none">• Assisting with AP/AR and reconciliations• Calling and email vendor to verify the bills and invoices• Issue checks for payment of goods and expenses• Cash reimbursement and bank deposit• Scanning documents as needed to maintain accounting records• Collect W-9 and assist with annual 1099 tax fillings	
Languages & Skills	Wuhan Institute of Technology Youth Volunteer Association, Wuhan, China September 2014- June 2015 <ul style="list-style-type: none">• Helped local medical stations and Red Cross to complete blood donation work as volunteer on the weekends	
	Wuhan Institute of Technology Student Union of Business School, Wuhan, China September 2015- June 2016 <ul style="list-style-type: none">• Completed the planning and preparation of the Singles Day party as the student union minister.	
	Fluent in Chinese (Mandarin), English Familiar with QuickBooks (one year and half experience) & Outlook Good at Microsoft Excel Ability to multitask Able to work in a fast-paced environment	