

Yanxiong (Shirley) Chen

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EDUCATION

Baruch College - The City University of New York
Master of Science in Accountancy, GPA: 3.52/4.0 New York, NY
Expected Graduation May 2020

Baruch College - The City University of New York
Bachelor of Business Administration in Accountancy, GPA: 3.39/4.0 New York, NY
May 2019

WORK EXPERIENCE

Financial Analyst July 2019 - Present
Enstoa Inc. New York, NY

- Conducted daily bank reconciliation for all accounts.
- Processed all invoices and payments for vendors and suppliers, ensuring accuracy of payment, terms, required approval.
- Created general journal entries and general ledger adjustments.
- Managed cash flow with intercompany software.
- Assisted with monthly closing process, including reclassifying credit card payments, recognizing prepaid expenses, accrual expenses and depreciation expense.

Tax Preparer (Part-Time) October 2018 – July 2019
Simon Ou CPA. PC New York, NY

- Administered and reconciled detailed bank statements, receipts and other relevant documents to ensure the accuracy of accounting records.
- Provided customized payroll service including payroll checks, payroll records and report quarterly payroll tax liabilities on Form 941 & Form NYS-45.
- Prepared and filed individual(Form 1040), corporate(Form 1120) and partnership(Form 1065) tax returns using ProSeries tax software.
- Supplied administrative support such as completing intake forms, preparing documentation require by the IRS and the States' Department of Taxation and Finance.

Office Assistant (Part-Time) August 2017 – October 2018
Baruch College SEEK Program office New York, NY

- Typed, formatted, or edited routine memos or other reports.
- Updated paperwork, maintaining documents and word processing.
- Sorted and distributed incoming mail and prepare outgoing mail.

SKILLS & LANGUAGES

Advanced skill in Quickbooks (Online and Desktop).
Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint) and Google Drive programs.
Fluent in Mandarin and Cantonese Chinese.