**XINYI (HALEY)HU**

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**EDUCATION**

**SCHOOL OF ART AND SCIENCE, UNIVERSITY OF MIAMI - Miami, FL**

**Master of Public Administration (GPA: 3.3/4.0)**

Honor student

**Spring 2020**

**BEIJING UNIVERSITY OF TECHNOLOGY - Beijing, China**

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| **Bachelor of Management - Accounting (GPA: 3.38/4.0)** | **July 2018** |
| **Double Major in Law（GPA:3.3/4.0）** |  |
| Outstanding Student Cadres Award; |  |
| Apprentice Business Plan – Third Prize.  Honorable Mention of Beijing College Students Venture Contest  First Prize in English Drama Contest  **UNIVERSITY OF CALIFORNIA, LOS ANGELES – Los Angeles, CA**  **Summer Session (GPA: 4.0/4.0）** | **June 2017-August2017** |



**EXPERIENCE**

**Adrienne Arsht Center – Miami, United States Spring 2020**

**Intern as a Accounting Assistant of the Financial Department**

* Processing invoices through a paperless system
* Reviewing of monthly credit card expenses
* Reviewing of settlements documents
* Reviewing of payroll batches to ensure proper pay

**CHINA EVERBRIGHT GROUP - Beijing, China Summer 2018**

**Intern as a Law Assistant in Technology Department**

* Wrote a new Articles of Association according to GDPR
* Collected all the GDPR rules and new technology about data
* Helped Accenture to make a new business plan for EverBright Bank

**SINOMEC– Beijing, China** **Summer 2017**

**Intern as** **Accounting Assistant of the Financial Department**

* Categorized expense claim sheets for past three years and organized them in logical order for efficient retrieval.
* Digitalized contracts, financial reports, meeting minutes and expense reports to build online library.
* Archived all accounting checks and vouchers from three departments and monitored outgoing document flow.
* Completed semi-annual accounting report and drafted two monthly reports of affiliates, assisted with systematic review of office software to provide suggestions to improve the system.
* Forecasted financial risks based on verification of reconciliation statements from detailed accounts and bank statements.

**BEIJING FANTASY WUTONG FILM Co., Ltd– Beijing, China** **Summer 2015**

**Intern as Associate Director Assistant**

* Film crew of Perfect Youth
* Sort out the documents and information for all the actors
* Scene arrangement

**CAMC ENGINEERING Co., Ltd– Belarus** **Summer 2014**

**Intern as Administrative Assistant**

* Sort out the documents and information for the arrival visas for workers
* Help to arrange the schedules for all the workers



**LEADERSHIP & VOLUNTEER**

**JINAN DEHUI JIAYUAN PENSION INDUSTRY MANAGEMENT– JINAN, China Volunteer**

**2015-2017**

* Provide help for all the old, read story for them，take them to walk

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| **BEIJING UNIVERSITY OF TECHNOLOGY - Beijing, China** | **2015** |
| **President of the Design Section in Publicity Department of BJUT Student Union** |  |

* Scheduled meetings for assigning weekly projects and monthly special events.
* Cooperated with other departments to design mascot for Beijing University of Technology

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| --- | --- |
| **President of Publicity Department in Youth League Committee of Economics and Management College** | **2015** |

* Took charge of Photoshop workshops to help new members get familiar with basic functions.
* Organized poster designing and photographing for awards.

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| **English Drama Association Director** | **2015** |

* Write the original script
* Actor
* Post-production

**Organizer and planner of Film-making Club**  **2014-2016**

* Organize movie watching twice per month
* Make all the plans about student’s own film



**PROJECT**

**FINANCIAL STATEMENT ANALYSIS WITH DATA ANALYTICS**

* Built up Excel model to interpret and evaluate data to determine and predict fraud in large data sets.
* Set up relationships among more than 10 tables and generated reports with Access.
* Utilized Alteryx to streamline the data cleansing and data correlation for more efficient processing of Excel model.

**Taobao Online Shop, Customer Service**

* Build a business plan about Taobao shop
* Provide all the service base on person, helping our customer to make an apology etc.
* Talk with all the customer and also provide service in person

**ASSETS & INTERESTS**

* Technical Skills: Excel; Word; SPSS; Alteryx; R (data analysis).
* Languages: English (business fluent); Chinese Mandarin (native speaker).
* Volunteer at Beijing Asia-Pacific Economic Cooperation (APEC) Opening Ceremony in 2014.
* Languages: English (business fluent); Chinese Mandarin (native speaker).
* Volunteer at Beijing Olympics in 2008
* Volunteer at 60th anniversary of National Day in 2009.
* Member of English Debating Club in 2014.
* Hobby: Yoga, Travelling, Taekwondo, Reading