

RAN DING

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EDUCATION

Kellstadt Graduate School of Business, DePaul University, Chicago, IL

Master of Accountancy 01/2016-06/2017

- Driehaus Dean's Scholarship
- GPA: 3.64/4.0

Longwood University, Farmville, VA

Bachelor of Science in Business Administration - Accounting 08/2012-05/2015

Anhui University of Technology, Ma'anshan, Anhui, China

Bachelor of Management Sciences - Accounting 09/2011-06/2015

RELATED EXPERIENCE

Accounting Tutor

Kellstadt Graduate School of Business 03/2017-06/2017

- Helped students develop and improve study methods and habits.
- Instructed students of various backgrounds and learning styles by employing a variety of instructional resources.
- Assisted students in the ability to understand and use Microsoft Office software, especially Excel, and Word.
- Provided tutoring in all Accounting classes, beginning accounting through advanced.

Personal Finance Teacher

Junior Achievement of Chicago 09/2016-09/2016

- Instructed education benefit and performed excellent communications with students with personal experience
- Compared finance results with timeline and education benefit to emphasize the importance of planning personal finance and earning higher education

Group Leader

GLO-BUS: Developing Winning Competitive Strategies 01/2015-04/2015

- Assigned group members with specific tasks and held meetings per week
- Performed data analysis report and won the Champion that achieved a Global Top 100 performance

Financial Report Intern

Financial Operation Department of Longwood University, Farmville, VA 01/2015-04/2015

- Performed related figures with MS Excel spreadsheet and filed tax report monthly
- Managed invoices, checks, billings, accounts receivables and payables via MS Excel and Oracle
- Improved working quality and efficiency 30% by streamlining accounting data process and formatting reports
- Assisted with bank statements reconciliation, as well as accounts payable and receivable

Accounting Intern

Jiang Nan Certified Public Accountants, Ma'anshan, Anhui, China 06/2014-08/2014

- Learned directly from seniors about professional techniques and accounting business processes
 - Completed various steps of audit program under the direction of senior auditors to appraise the soundness, adequacy and application of accounting, financial and operational controls
 - Prepared journal entries and maintained supporting documentation and schedules
 - Provided account receivables for monthly internal audit statements to upper management
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SKILLS

- Proficient with Oracle, Microsoft Word, Excel, PowerPoint, Access, IDEA, STATA and Tableau
- Fluent English and native Chinese Mandarin