

Yueting Wu

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SUMMARY

Beginning accounting professional with strong capabilities in financial management. Experience includes work in manufacturing and real estate industries. Proficient in SAP Portfolio software, Eviews and Microsoft Access. Background includes training in advanced financial management. Strong commitment to corporate objectives and to clients. Leadership abilities are demonstrated by my background in volunteer work at Seton Hall University and Minzu University of China. Hardworking and detail oriented as shown by student awards and Dean's List. Particular competencies in

- **Managerial Accounting**
- **Leadership**
- **Advanced Accounting Software**
- **Federal Income Tax Accounting**
- **Office Administration**
- **Statistics**

PROFESSIONAL EXPERIENCE

J.S. Hewitt Entrepreneurial Ventures, LLC, Mountainside, NJ Accountant Assistant Nov.2014---Present
Serve both as project manager with responsibilities tax accounting for mortgage brokerage firm and as staff support

- Using state-of-the-art training software and contact with nationally-recognized experts in systematic sales and marketing techniques, assist staff in the foreclosure and tax lien and tax deed real estate transactions for clients.
- Use financing methods similar to an investment banker to help raise funds from private lenders to pay for real estate acquisitions
- Do financial tracking for project expense profit and loss statement and tax preparations
- Cultivate relationships with buyers, sellers, private investors and real estate professionals

Wangshan Hongjing Mercuric Industry Co.Ltd, Tongren,Guizhou, China Office Secretary Jul.---Sep. 2010
Responsible for office operations for company which mainly processes mineral products

- Wrote and typed security operational reports for local Security Department and Environmental Protection Department
- Prepared routine documents and translated contracts from English to Chinese for office director
- Recorded regular meeting minutes for office director

VOLUNTEER EXPERIENCE

Division of Volunteer Efforts, Seton Hall University, South Orange, NJ Volunteer 2011---2012

- Tutored children, ages 5 – 10 years old from low income families in mathematics and writing during after school program

- Organized activities such as creating videos the dangers of smoking
- Taught cartoons drawing and folding paper into flower for art class

Sannong Association, Minzu University of China, Beijing, Officer

2009---2010

- Hosted and ran weekly meetings of administration department for community service organization
- Communicated messages from office director to the members
- Planned schedules and specific events for a volunteer programs
- Organized tasks including donating clothes and books to low income families

EDUCATION

Seton Hall University, South Orange, NJ; GPA: 3.43/4.00

December 2014

Master of Science in Professional Accountancy

(Plan to take CPA exam on Feb 2015)

Dual Bachelor's Degree Program

Seton Hall University, Major: Accounting; GPA:3.27/4.00

May 2013

Bachelor of Science in Business Administration

Minzu University of China, Beijing, Major: Accounting; GPA:3.29/4.00

July 2010

Bachelor of Science in Business Administration

RALATED COURSEWORK

Intermediate Accounting I and II

Managerial Accounting

Advanced Accounting

Federal Income Tax Accounting

Federal Income Tax-Business

Tax Research

Legal Foundations of Business

Uniform Commercial Code

Auditing

TECHNICAL SKILLS

Proficient in Microsoft Excel, PowerPoint, Word, Access and Basic skill in QuickBooks

Experience in Eviews involved econometric analysis

SAP system integrating Enterprise Resource Planner

AWARDS

School of Management, Minzu University of China, Excellent Student Award

2009

Stilman School of Business Dean's List

2011

ACTIVITIES

New Jersey Society of Certified Public Accountants (NJSCPA)

Micah Business Leadership Seminar during fall semester 2014: Participated in evaluation of current economic issues, leadership styles and business practice