

# XINGLIN CUI

131 E 110th St. ▪ Manhattan, New York, New York 10029  
xcui1991@gmail.com ▪ 319.693.8200

## ACCOUNTING / AUDITING PROFILE

~ Summary of Qualifications ~

- **Accounting Administration:** Support teams and operations for accounting, financial analysis, fraud examinations, and statement reconciliation while serving in financial services / banking institutions. Leverage troubleshooting skills to identify and resolve issues to save time and cost to company.
- **Audit Support:** Able to apply strong orientation to detail to accurately complete research and reporting in support of complex audit processes. Leverage strong academic preparation in financial services to provide guidance to managers on regulatory and legal compliance considerations.
- **Business Administration:** Excellent performance in coursework related to human resources, sales, marketing, and customer service as well as general business management considerations. Knowledgeable regarding business planning and forecasting as well as product development strategies.
- **Technologies / Skills:** Proficient in Microsoft Office (Word, Excel PowerPoint, Outlook, Access), QuickBooks, Peachtree, TaxACT, Windows, and Mac OS. Excellent communicator; bilingual in English and Chinese.

## EXPERIENCE HIGHLIGHTS

COE COLLEGE — Cedar Rapids, Iowa

**Student, Public Accounting and Business Administration, 1/2010 to 5/2014**

Completed rigorous coursework to become fully adept at handling accounting processes for corporations and individuals as well as managing comprehensive business administration processes. Built strong skills in accounting, A/P and A/R, tax accounting, audits, invoicing and billing, statement reconciliations, and managing balance sheets. Gained knowledge of business practices in human resources, sales, marketing, customer service, and developing / implementing business plans. Conducted multiple presentations.

- Selected a top-performing stock investment option (Johnson & Johnson) for college's fund.
- Supported fellow international students and delivered campus-wide presentation on China.
- Provided free audit services to a non-profit organization; led a group of three students in auditing payroll cycle and developing recommendations for presentation to CEO.

SHENYIN & WANGUO SECURITIES CO., LTD. — Shanghai, China

**Assistant to Vice President of Investing, Intern, 6/2012 to 7/2012**

Gained strong professional skills in processing and listing investments to align with laws, regulations, and industry standards. Collaborated with colleagues. Received and completed assignments and projects; completed research and wrote reports while providing support to supervisor. Managed records and documentation. Compiled client data. Assisted in calculating ratios and processing investment data.

BANK OF CHINA — Suining, Sichuan Province, China

**Assistant Manager, Intern, 6/2011 to 8/2011**

Gained strong leadership skills while supervising clerks and assisting clients for the second largest bank in China. Assisted clients in completing applications and forms. Advised customers on banking products.

## EDUCATION

**BA, Public Accounting, Business Administration, 5/2014** — COE COLLEGE, Cedar Rapids, MI  
*Minor: Asian Studies ~ International Student Diplomat ~ Member, Birkey Investment Fund ~ Participant, International Cultural Show & International Banquet ~ Participant, Food Drive*