

JIA (EMMA) LU

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EDUCATION:

Loyola University Chicago, Chicago, IL

MS-Accounting/MBA

Expected Graduation Date: Spring 2015

Cumulative GPA: 3.90 / 4.00

- *Relevant Coursework:* Intermediate Accounting, Auditing and Internal control, Advanced CPA Topics, Taxation

University of Macau, Macau

B.B.A, Finance, Corporate Financial Management Track

Graduated: June 2011

Cumulative GPA: 3.25 / 4.00

STUDY ABROAD:

Helsinki School of Economics, *Finland*

Chinese-Austrian EU Summer School, *Salzburg/Vienna*

PROFESSIONAL EXPERIENCE:

Council of International Programs, Bensenville, IL

Aug 2013 – Present

International Recruitment and Marketing Coordinator

- Assisted the director in recruiting qualified professionals from abroad for work-based training and identifying training opportunities and potential placement agencies to match their needs
- Served as first “point of contact” with businesses, nonprofit organizations and government departments; established working relationships with client personnel
- Drafted grants and program proposals and identified potential funding sources
- Prepared PR memos, press releases, announcements, newsletters, and brochures

Center for Economic Progress, Chicago, IL

Jan 2012 – Apr 2012

Loop Site Tax Return Assistant Intern,

- Prepared personal income tax returns for over 80 seniors, new immigrants, students, and low-income families on a one-on-one basis
- Analyzed each individual income tax return documents (Form 1040, Form W-2 and etc.) and corresponding guidelines to determine client’s eligibility and amount of benefits
- Provided tailored advisory and recommendations on income inclusions, tax deductions, credits, and other tax issues, ensuring that clients receive the full benefits

Bank of China, Ningbo, China

Aug 2010 – Sept 2010

Accounting Department Intern

- Performed payroll management for more than 150 employees
- Prepared general ledger, journal entries, balance sheets and bank reconciliation on a monthly basis
- Generated three divisional budgets and forecasts on a quarterly basis and presented to the manager

Dewei Certified Public Accountants Co. Ltd, Ningbo/Shanghai, China

Aug 2009 – Sept 2009

Audit Department Intern

- Assisted two certified accountants in preparations of quarterly audit and final certification report for Yuanyuan Co. Ltd
- Performed an analysis on internal control efficiency and risk reduction by utilizing risk assessment standards
- Conducted an audit for an steel production company with sales revenue of more than \$10 million

ACTIVITIES & LEADERSHIP:

Quinlan Graduate International Club, Loyola University Chicago, Director of Events

Sept 2012 – Present

- Coordinated with Treasurer to manage the operating budget and drafted event proposals for President
- Facilitated guest speakers sessions and social events; responded to challenges during events; gathered and reviewed feedback for events with E-board and presented event reports to student organization advisor

Chinese Students and Scholars Association, Loyola University Chicago, President Assistant

Sept 2012 – Apr 2013

- Organized the orientation for over 50 new Chinese students; worked with local professionals from Citi Bank

Loyola Global Ambassador Club, Loyola University Chicago, Senior Member

May 2010 – Sept 2012

- Embodied the benefits of the international experience and shared real-life stories with students by servicing as a blogger on school’s website
- Assisted the peer advisors in planning, coordinating, and leading a wide variety of social and academic programs for the international club at Loyola University

HONORS & AWARDS:

- **Keith Delashmutt Scholarship:** Based on academic merit 2012
- **Dean’s Honor List:** Three consecutive semesters of at least a 3.0 grade point average in all academic subjects 2009-2011

OTHER:

- *Language:* Fluent in Mandarin Chinese and Cantonese
- *Interests:* Travel, Photography, Badminton and Fencing