

Selma Wei

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EDUCATION

Indiana University, Kelley School of Business, Bloomington, IN

May 2015

Bachelor of Science in Business, GPA 3.67/4.00

Majors: Accounting, Entrepreneurship, Finance, Accounting GPA 3.7/4.0 (150 credit hours completed upon graduation)

EXPERIENCE

Daxin Certified Public Accountants, Shanghai, China---External Audit Intern

Summer 2013

- Audited Oncard International Limited and Smartpass Company which produce over \$10 million profit annually
- Organized cash and cash equivalent parts including over 300 bank statements for senior manager to prepare working papers
- Generated 50+ financial reports including balance sheets, income statements and cash flow statements
- Analyzed financial data changes and differences for senior auditors by self-studying analysis tools

United Way of Monroe County, Bloomington, IN---Tax Assistant

January 2013-May 2013

- Achieved the Volunteer Income Tax Assistance (VITA) certification through a one-week training course
- Served 10+ clients by committing 12 volunteer hours on TaxWise software
- Evaluated and summarized clients' documentations including W2, 1099R and other valid tax information to claim credits, deductions, and tax returns

Indiana University, Bloomington, IN---Business Technology Tutor

January 2013-December 2013

Assisted two professors to coach 65 sophomores with in-class 2013 Excel @Risk simulation, Solver, and Stat Tools add-ins to make sound business decision

Fashion Merchandise---Part-time Fashion Buyer

December 2013-Present

- Updated luxury brands' information and latest published fashion creations onto personal business blog every day
 - Sold over \$10,000 value of fashion products such as bags, watches, clothes, and cosmetics to Chinese residents and established good relationships with 15+ customers within one month
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ACTIVITIES

Nourish International-Indiana Chapter, IN---Special Event Chair

January 2014- Present

- Project and organize two on-campus one-time big events such as fashion show each semester with two directors
- Assist in operation and preparation of weekly routine fundraising ventures such as pizza sales

Nourish International-Indiana Chapter, IN---Venture Chair

September 2012- 2013

- Established venture department and directed six members in projecting ventures such as Used Halloween Costume Exchange which earned over \$500
- Collected over \$1000 worth of products from organizations and companies such as Chipotle, Kroger, and Pizza X and established long-term relationships with the sponsors

Ascend-Indiana Chapter, IN---Active Member

2012 -Present

- Fulfilled Exclusive Development Program (EDP) and was invited as a speaker the following semester
- Attended fundraising and professional events such as Valentine's Day sales, company information sessions, mock interviews, and case workshops

Urban Immersion Trip, Chicago, IL---Volunteer

March 2013

- Directed four peers to sort donated clothes by size, category, and gender in Thrift shop over three hours
- Led five peers to distribute lunches to 600 homeless people in Pacific Garden Mission
- Coached five elementary children with math homework in Agape Community Center

Hubei provincial Museum, Indiana University, IN---Exhibition Docent

Summer 2012

- Arranged and promoted four professional lectures in the museum with average attendance of 30 audience
 - Presented 79 western sculptures and paintings to about 300 visitors on weekends and was praised by 100% of audience
 - Mastered skills of discovering potential audiences or customers by observing their preferences of artworks' backgrounds or art technique analysis
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SKILLS/INTERESTS

Microsoft Excel and Access

Photoshop

Cantonese

French

Travel

Tennis