

QI (CLAIRE) YAO

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EDUCATION

University of California, Irvine

Master of Professional Accountancy

Cumulative GPA: 3.63

Graduation and CPA Eligibility Date: June 2014

Qingdao University, Qingdao, Shandong, China

Bachelor of Accounting

Cumulative GPA: 3.50

Graduation Date: June 2012

WORK EXPERIENCE

BDO China Certified Public Accountants LLP, Jinan, Shandong, China

Jul. 2012-May. 2013

Associate Auditor

- Learned about entity's business and its internal controls
- Carried out control tests and assessed control risks
- Assessed detection risks and conducted substantial testing procedures
- Prepared audit workpapers

Urban and Rural Real Estate Development Company, Jinan, Shandong, China

Feb. 2012-Mar. 2012

Assistant Accountant

- Transferred journal entries from paper journal into computer
- Created subsidiary ledgers according to entries
- Prepared monthly general ledgers and trial balances
- Prepared monthly income statements and balance sheets

TaiQi Education Group, Jinan, Shandong, China

Jul. 2010-Aug. 2010

MBA Teaching Assistant

- Tutored students who had math problems
- Graded the students' homework and examinations
- Provided teaching suggestions

LEADERSHIP

Class Commission, Qingdao University

Sep. 2008-Jun. 2011

- Elected Class Commission representative by peers
- Responsible for all classmates' study performance
- Led classmates to make study and review plans and to set goals before examinations

Accounting Association Mentor, University of California, Irvine

Sep. 2013-Dec. 2013

- Hold accounting workshops every week
- Communicated with the mentees to solve problems
- Made presentations to help mentees understand more about accounting field

ACADEMIC HONORS

Qingdao University

- Awarded National Encouragement Scholarship in 2010
- Named Excellent Student for academic achievements in 2011
- Awarded Scholarships of First Prize for academic achievements in 2009 and 2010

SKILLS: Proficient with MS Office, MS Excel and MS PowerPoint

Passed three subjects (Accounting, Taxation Law, Economic Law) of CICPA

Fluent in Mandarin