

YUANXU ZHUANG

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EDUCATION

Boston University, Boston, MA

January 2015

Master of Science Administrative Studies in Financial Economics

Relevant Courses: *Multinational Finance and Trade, Corporate Finance, Project Management, Investment Analysis and Portfolio Management, Legal and Regulatory Issues in the Financial Industry, etc.*

Northeastern University, Boston, MA

April 2013

Bachelor of Science in Financial and Accounting Management

Relevant Courses: *Financial Accounting, Strategic Cost Analysis, Financial Reporting and Analysis, Financial Management, Concepts in Taxation, Financial Institutions and Markets, etc.*

EXPERIENCE

Boston University, Facilities Management & Planning Department, Payroll Office, Boston, MA, United State

Administrative Assistant

June 2013 to January 2015

- Recorded attendance of 700+ employees from 30 different work areas using a computer-based system, *accurately* checked and adjusted their work hours including overtimes, vacations, and personal leaves, etc.
- Entered new hires into the payroll system, created and archived their personal files in an organized way.
- Responsible for reimbursements and industrial injury compensations for all employees by filling out Form 118 and 101 and recording them into the computer system.
- Scanned all employees' timesheets into the computer system, filed the original copies, and performed additional administrative tasks.

Tellus Institution, Boston, MA, United States

Bookkeeper

April 2012 to May 2013

- Responsible for monitoring and recording company's expenditure and income.
- Accurately recorded daily financial transactions including recording invoices, ensuring payment delivery, processing debt collection, ordering and matching invoices from suppliers.
- Printed checks for vendors, set up deposits from customers, certified timesheets for employees, processed payroll biweekly using Excel, performed bank reconciliation monthly, and recorded all transactions into Quick Books.
- Systematically stored, organized and managed miscellaneous files.

District Urban Planning and Management Bureau, Sichuan, China

Accounting Assistant

July 2007 to September 2009

- Maintained and made adjustments to various records, journals, payroll, and property records.
- Posted debits/credits to accounts, balanced entries and made necessary corrections.
- Verified statement items, reconciled bank statements, prepared and checked invoices, requisitions and other documents, and responsible for complying routing numerical information for reporting purposes.

SKILLS

- *Accounting Applications:* Quick Books, Yongyong
- *MS Office Applications:* Word, Excel, PowerPoint, Project
- *Time Management*
- *Attention to detail*
- *Language:* Mandarin, English
- *Problem Solving*