

Xiaozhan (Francis) Wu 吴晓湛

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Profile

- Fluent in Cantonese and Mandarin
- Experienced with Financial Statements, Accounting Information Systems>Returns
- Ability to work well in a team environment, as well as individually
- Proficient with Microsoft Word, Excel, PowerPoint and Access, and Accounting Software
- Passion to learn quickly and add immediate value

Education

University of Dayton

Dayton, OH

Bachelor of Science in Business Administration

GPA: 3.12

Accounting Major

Graduation: August 2014

Honors: Annual Academic Scholarship

Professional Activities: Alpha Kappa Psi; PWC; PNC

Project Management

University of Dayton

Spring Semester, 2014

Audited SEC forms of a client company to identify business risks and devise an improvement plan that created more profit and reduced costs

Finance Experience

Guangdong Accounting Firm

Guangdong, China

Accountant Internship

June – August 2013

- Received, recorded, bank cash and checks
- Proofed daily journal documents
- Bound monthly journals
- Operated computers programmed with accounting software

Dandan English Liberal Arts

Guangdong, China

Assistant Internship

May – August 2010

- Designed Course Schedule
- Promoted Curriculum Project

Business Experience

University of Dayton, Kenney Memorial Union

Dayton, OH

Customer Relations

Fall 2013 & Spring 2014

- Assisted customers
- Operated cash register