

Carol Q CAO

Master of Science in Accounting (MSA)

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OBJECTIVE

- Recent MSA graduate seeking a full-time entry-level job or internship in financial accounting and reporting field

EDUCATION & CERTIFICATIONS

- George Mason University M.S. in Accounting Fairfax VA Jan. 2013-May 2014
- Nanjing Normal University B.A. in Business English Nanjing China Sept.1999- Jun.2003
- UK's Association of Chartered Certified Accountants (ACCA) (advanced level exams in progressive)
- Eligible for CPA exam in 2014

COMPUTER SKILLS

- Excel (advanced level) Word PowerPoint Outlook Lotus Notes

WORKING EXPERIENCE

Jul. 2006 - Aug. 2012, Administrative Assistant, Advisory Department, Pricewaterhouse Coopers, Shanghai, China

- Created and arranged business presentations, management letters, and other communications ensuring materials are prepared in a timely and professional manner.
- Served as liaison between partner and clients, responding to questions and/or issues on organizational and departments matters
- Prepared and generated routine standard and ad hoc reports using MS Excel or other departmental software
- Prepared expense reports and maintained financial expense records on a monthly basis
- Issued external and internal payment notifications referring to engagement letters
- Tracked and updated each partner's outstanding receivable accounts

Jan. 2005 - Jun. 2006, Assistant to the Executive Leader, Internal Audit Department, General Electric Shanghai, China

- Coordinated all travel arrangements and prepared business itineraries for the executive
- Screened internal audit applicants and arranged interviews with the executive
- Coordinated logistics for internal audit teams with visiting US teams

Jan. 2004 - Dec. 2004, Assistant to the General Manager, Schinbronne Fine Chemical Ltd., Co. Shanghai, China

- Translated overseas marketing materials from English to Chinese
- Served as an interpreter for the general manager and other external and internal counterparts
- Assisted in product exhibitions in various cities in China and other Asian countries
- Collaborated in marketing strategies for product promotion

Mar. 2003 - Dec. 2003, Intern Journalist for an English News Column, Nanjing TV Station Nanjing, China

- Selected English News online based on editor's requirement; translated columns from English to Chinese