

JUNTAO LIAO

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EXPERIENCES

Credit Analyst
Accounting Department

Win Woo Trading, LLC

12/2013 – 12/2014
Hayward, CA

- Act as a liaison among sales, accounting and purchasing departments to solve daily trading issues , compare creditworthiness from clients, and other counterparts in industries
- Monitor, identify credit data quality issues in spreadsheet, and manage financial files and compile risk report regarding business operation record
- Effective communicate of credit risk views to AR/AP, and provide on-time supports to help company enhance and implement internal control process
- Follow-up additional tasks from manager

Resident Assistant
I-house Front Office

California State University, East Bay

04/2011-08/2011
Hayward, CA

- Cover the entire operation and assisted international students in dormitories.
- Maintained peace and quiet in dormitory from 12am to 8am, and created daily shift report of front desk financial balances.

EDUCATION

Cupertino, CA
Computer Science, General

De Anza College

04/2014 - 12/2014

Hayward, CA
Bachelor of Science in Business Administration with Option in Operation and Enterprise Resources Management

California State University, East Bay

09/2010 - 12/2012

BEIJING, CHINA
Business Administration

Beijing University of Technology

06/2008 - 06/2010

CERTIFICATION

- **HACCP Basic for Processors and Manufacturers, NEHA HACCP MANAGER**

TECHNIQUE SKILLS

Languages: Fluent in English; Native in Mandarin Chinese
Software: QuickBooks, Microsoft Office, Ulead Video Studio

OTHER INVOLVEMENT AND INTERESTS

Volunteer at Asian Law Alliance, Self-Study Computer Programming, Swimming, Running