

Yue (Charlie) Liu

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Education

University of Illinois at Chicago 05/2014
Major: Master of Accounting GPA 3.0

Being a Proctor of Accounting Club from 2012 to 2013

University of Shanghai for Science and Technology, China 07/2012
Bachelor of Management
Major: Accounting GPA 3.32

Was an Excellent Director of Student Dormitory Department from 2010 to 2011
Honored the Scholarships of University of Shanghai for Science and Technology from 2008 to 2012

Experience

Liberty Tax Service . Chicago, IL 02/2014-04/2014
Tax Preparer

- Prepared income tax returns for individuals.
- Reviewed tax returns prepared by others to detect errors.
- Calculated form preparation fees.

IC-TAG Solutions, Inc. Bridgeview, IL 07/2013-08/2013
Accounting Internship

- Assisted in recording the A/P, A/R and invoice creation.
- Conducted production output analysis using Excel and compared to the previous months.
- Organized the purchase orders, shipping slips and invoice according to the timeline.

China Aerospace Science and Technology Corporation. Shanghai, China 11/2011-01/2012
Financial Director Assistant (Co-op Internship)

- Responsible for the A/R function to ensure proper posting of customer's accounts in the System.
- Assisted to help cost accountant get the figure from the warehouse.
- Ensured that all bank statements are reconciled on a timely basis
- Followed up on all outstanding checks and reconciling items monthly.

Skills

Computer Skills: Excellent in Excel and Words, Quickbooks Microsoft Dynamics GP
Language Skills: Chinese and English
Passed the Tax Preparer Level 1 test