

Tinghui (Teresa) Hong

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EDUCATION

Master of Science in Accounting (CPA Eligible) 05/2014
University of Illinois at Chicago – Liautaud Graduate School of Business Chicago, IL
GPA: 3.84 /4.00

Bachelor of Business in Financial Management 06/2011
Shanghai Maritime University (SMU)
GPA:3.26/4.00 Shanghai, China

EXPERIENCE

Tax Accounting Intern 02/2014-05/2014
Patrick J. Rubey & Company, Ltd. Certified Public Accountants Chicago, IL

- Prepare individual tax return (over 60)
- Prepare tax-exempt organizations return
- Post journal entries and reconcile bank statement
- Administrative assistant

Accounting Assistant 02/2013-1/2014
Dragonfly Mandarin Restaurant Chicago, IL

- Recorded accounts receivable and accounts payable into QuickBooks
- Reconciled previous years' bank check
- Assisted in payroll (40 employees)
- Created invoices, prepared manual checks and monthly statement

Finance Intern 06/2013-08/2013
BorgWarner Automotive Components (Jiangsu) Co.Ltd Taicang, China

- Effectively communicated with vendors to ensure proper payment
- Applied for funds transfers (oversea)
- Followed the process of payment approval request

Audit Intern 08/2011-12/2011
Suzhou Anxin Certified Public Accountants Taicang, China

- Assured that debit and credit notes and receipts were authentic and intact
- Performed periodic selective inventory counts at workshop and warehouse locations
- Assisted senior accountants with audits at 5 companies in different industries
- Audited randomly selected client accounts for errors

Administrative Internship 01/2011-4/2011
German Centre for Industry and Trade Shanghai, China

- Filed expense claim forms for management
- Determined appropriate re-order points for office supplies – managed inventory
- Maintained tenant files and billed for monthly rental

SKILLS

Software: MS Excel, MS Word, Quickbooks, Payroll, ProSeries tax software
Language: Fluent in English and Mandarin, basic in Korean and Japanese