

Suzy Zhang

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Education

Frank G. Zarb School of Business, Hofstra University

Hempstead, NY

Master of Science in Accounting

Dec. 2013

- Related Courses: Accounting and Financial Reporting, Cost Accounting, Tax Accounting, Financial Statement Analysis, Accounting Information Systems, Financial Reporting and Analysis, Accounting in Global Environment
- Overall GPA: 3.44/4.00

ZheJiang University of Technology

Shanghai, China

Bachelor of Science in Business Law

Jul. 2010

- Award: Excellent Student Scholarship
- Related Courses: Mathematical Analysis, Intellectual Property Law, International Economic Law, Financial Law, Fiscal Law and Tax Law

Professional Experience

Anthony Brands

New York, NY

Controller Assistant Intern

Sep. 2013 - Oct. 2013

- Worked 27 hours per week and collaborated with IT team to convert accounting systems from Quick Book to Microsoft Dynamics to save 40 hours of processing time per month
- Process accounts receivable, accounts payable transactions and credit memos accurately and timely in two systems
- Resulted a 12% increase in the company's weekly sales by analyzing business reports of online sales and improving the classifications of more than 200 inventory items

Nassau County Executive

Uniondale, NY

Audit Intern

Jun. 2013 - Aug. 2013

- Worked 25 hours per week and collaborated with supervisor to monitor expense and budget of about \$4M of subcontract agencies every month
- Audited financial statements and reports of more than 10 subsidiary agencies to ensure compliance with federal audit requirements
- Conferred with supervisors regarding proper budgetary and accounting procedures and make recommendations to counterparts at subcontract agencies

Talon Air, Inc.

Farmingdale, NY

Accountant Intern

Sep. 2012 - Dec. 2012

- Worked 20 hours per week and assisted controller in preparing monthly journal entries and financial management reports
- Updated accumulated depreciation schedules for financial reporting and help with controller future decision
- Analyzed financial statements to pinpoint potential weak areas by utilizing Quick Book for management decision
- Oversee the approval and processing accounts include monthly income, expenditure, department budget, etc
- Reduced 5% of expenditures by communicating with the supply department and analyzing the consumption of fuel and refreshment per flight

South Auditing Group Firm

Shanghai, China

Assistant Auditor

Dec. 2010 - Dec. 2011

- Performed offsite client services including set up computerized records, check register and other records, review payroll and records for completeness and accuracy
- Assisted partners in preparing accounting and audited documents, evaluate operating controls, policies and financial reporting mechanism for firms in insurance and paper industry

Skills/Activities

Computer: QuickBooks, XBRL, SAP, Microsoft Dynamics, Word, Excel, Outlook, PowerPoint, Windows OS, Mac OS

Language: Fluent in English and Mandarin

Activities: Member of Ascend, Member of Dean's Advisory Board, Dean's Mentorship Program

Community Service

- Team up with JPMorgan Chase and send out more than 2500 hats for 2013 US Open Women Final to enhance reputation
- Volunteer for the 20th "Fighting Irish, Fighting Hunger" Annual Bread of Life Drive hold by Notre Dame Club
- Volunteer for Queens Theater Fund Raising GALA, raised more than \$150,000 to support Queens Theatre, and its educational programs which bring theatre and the arts to public school students throughout New York City
- Volunteer for Ascend 2013 Inspiring Across Generation (IAG) conference
- Lead the discussion with Honor students on the 14th annual Aims of Education Address in Hofstra University
- Coordinated with staff in Office of Multicultural & International Student Program of Hofstra University to organize orientation to welcome new students