

JIAXING ZHOU

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EDUCATION

Bentley University Graduate School of Business

Waltham, MA

GPA: 2.93

Master of Science in Accountancy, candidate

May 2015

Courses: Intermediate Accounting, Business Reporting and Analysis, Principles of Fraud Investigation, Professional Financial Planning Practice, Cost Accounting, Business Process and System Assessment, Financial Statement Auditing

Northeastern University

Boston, MA

Bachelor of Science Degree in Economics, Minor in Business Administration

May 2013

GPA: 3.35, *Honors*: Dean's list, Graduated with honor "*cum laude*"

Courses: Econometrics, Microeconomics & Macroeconomic Theory, Managerial Economics, Introduction to Marketing, Computer Science, Statistics, Innovation

EXPERIENCE

Shenyang Haide Electronic Engineering Company

Shenyang, Liaoning, China

Accounting Intern

July 2012 – August 2012

- Entered the cash receipts and cash disbursements to cash flow work paper
- Prepared payment requests for all the intercompany invoices in a timely manner
- Assisted with general accounts activities including general ledger reconciliation, data input, journal entries and intercompany invoices preparations
- Liaised with banks both over the phone and in person to make sure all wires were processed on time

Constant Contact

Waltham, MA

Experts Program Intern

January 2012- June 2012

- Successfully completed an individual research project which collected and analyzed 150 partners' information
- Assisted manager with monthly payout quality-check processes, analyzed payout statistics to ensure no error occurred, traced error data back to the master information sheet, and reported findings to manager
- Analyzed and filtered customer feedbacks before passing them to manager with recommended solutions on a weekly basis
- Generated weekly reports by exporting and analyzing online course tracking data from *Brainshark*
- Analyzed data obtained from presentations and recorded to excel spreadsheet
- Assisted in preparing company's local presentation and responded to customers' enquires during that event
- Frequently checked team email inbox and replied questions on a daily basis
- Delivered targeted messages to partners and presentation attendees via Constant Contact's email marketing tool

Shenyang Huahaitongde Electronic Engineering Company

Shenyang, Liaoning, China

Salesman Intern

Summers 2010 - 2011

- Based on their needs and requests, helped customers choose assembled personal computer components
- Maintained accurate records of inventory flow

COMMUNITY INVOLVEMENT

Qinghai Yushu Earthquake Region

Yushu, Qinghai, China

Volunteer Teacher

June 2010

- Taught disaster area children elementary English
- Distributed clothes to children who were impacted by the earthquake

SKILLS and INTERESTS

Skills: Proficient in Microsoft Word, Excel (*vlookup, countif, pivot table*) and PowerPoint. Familiar with Access, RIA Checkpoint, CCH, Brainshark and Salesforce

Interests: Volunteer Activities, Basketball, Soccer