

JIAO (JILL) LI
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EDUCATION

Indiana University Indianapolis, Kelley School of Business, Indianapolis, IN

- Master of Science in Accounting
- Expected Graduation Date: May 2014, GPA: 3.63/4.0

Lanzhou University, Gansu, China

- Bachelor of Accounting, Graduation Date: June 2009

PROFESSIONAL ACCOUNTING EXPERIENCE

Glass Doctor, Indianapolis, IN

Accounting Intern

11/18/2013-Present

- Report daily sales close out in coordination with the sales department
- Perform daily transactional accounting tasks including A/P, A/R, billing and collections
- Manage all aspects of bookkeeping for the company, including client billing, receipts and vendor invoices

University Loft Company, Greenfield, IN

05/2013-07/2013

Accounting Intern

- Perform Daily monitoring and reporting of company's Inventory in Transit
- Prepare documents for overseas wire transfers and enter into M2M
- Maintain and report vendor charge-back
- Perform Audit foreign subsidiary's inspection cost and sourcing operations
- Forecast payment schedule of overseas vendors' Purchase Order
- Reconcile general ledger account

Gansu Baicheng Accounting Affairs Co. Ltd, Gansu, China

07/2010-05/2012

Audit Assistant

- Develop an understanding of audit approach and methodology to clients
- Perform analytical review of audit documents
- Review client accounting and operating procedures and systems of internal control
- Review accounting records, including financial statements and bank statements in order to determine if transactions are properly recorded

OTHER ACCOUNTING EXPERIENCE

Kelley School of Business, Indianapolis, IN

08/2013-Present

Teaching Assistant in Accounting Information System Department

- Tutor students independently or in small groups on Access and Excel
- Assist professor with academic research on data mining and information intelligence
- Maintain student records and grade assignments

Jingyuan Vocational & Technical School, Gansu, China

07/2009-06/2010

Teaching Assistant in Accounting

- Prepare teaching materials, bulletin board displays, exhibits and demonstrations
- Help students individually or in groups with class assignments and better understanding of concepts presented by teachers
- Distribute, collect and grade test papers and homework assignments

ACTIVITIES

- Volunteered at the Mozel Sanders Foundation Thanksgiving Event
- Handed out candy bags to students to celebrate Valentines Day and Chinese New Year