

# YIFEI RONG

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1935 Nowell Ave, Rowland Heights, CA, 91748

## OBJECTIVE

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To obtain an entry level position in financial accounting services

## EDUCATION

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### UNIVERSITY OF CALIFORNIA, SANTA BARBARA

**B.A Economics and Accounting, Minorng Chinese**

*September 2012 – Present*

**Expected Graduation: September 2014**

**Relative Coursework:** Financial Accounting, Managerial Accounting, Accounting Information Systems, Income Taxation, Intermediate Accounting, Business Writing, Business Chinese

## RELATED EXPERIENCE

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### SHUIHAI ACCOUNTING FIRM, GUANGZHOU, CHINA

*Accounting Intern*

*June 2012 - September 2012*

- Assist accountant with data processing
- Confirm notes
- Contact and set appointment with clients

### CIRCLE K STORES, INC, INTERNSHIP, HONG KONG, CHINA

*Accounting Intern*

*May 2011 - August 2011*

- Use Excel to organize data and keep notes
- Conduct research and set appointments for accountant
- Translating (From English to Mandarin or Cantonese)

### COLLEGE OF THE SEQUOIAS, CA

**Economics Teaching Assistant**

*August 2010 - June 2012*

- Organize and manage a tutorial group (more than 25 people), prepare materials
- Answer questions and successfully help many C students end up with B or better grade
- Leadership and communication ability got improved

### PROFESSOR CHRISTIAN ANDERSON, CA

**Office assistant**

*September 2010 - June 2012*

- Expertly use Word, Excel, PowerPoint to organize data and prepare materials for class
- Grade students' homework and record participation
- Help Professor organize files and make schedule, order office supply

## SKILLS

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- Can speak, read and write smoothly in three languages: English, Mandarin and Cantonese
- Expertly use Excel, Word and PowerPoint to organize data and materials
- Accounting Assistance

## LEADERSHIP INVOLVEMENT

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- Member : CPA Law Society, 2013~ present
- Member : UC Santa Barbara Accounting Association, 2012~ present
- Vice president: UC Santa Barbara , Hong Kong Student Association, 2013~present
- Economics Teaching Assistant Leader: College of the Sequoias, Supplemental Introduction Program, 2010~2012

**About me:** Responsible, energetic, punctual, out-going, love meeting challenges, and learning new things