

Yuan Linkin Lu

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EDUCATION

Kelley School of Business, Indiana University *Bloomington, IN*

Graduation Date: December 2014

Bachelor of Science in Business

Overall GPA: 3.81/4.00

- Major: Information & Process Management (Business Information Systems) Minor: Mathematics
- Indiana University Scholar of Highest Distinction & Founders Scholar
- Kelley School of Business Undergraduate General Scholarship & F.D. Spencer Scholarship

WORK EXPERIENCE

Deloitte Touche Tohmatsu, CPA LLP. Beijing, China

July-August 2014

Auditor Intern

- Utilized several new systems via both self-learning and peer-tutoring within 15 days to fulfill job tasks
- Edited and checked 40+ Requests for Confirmation letters carefully with 0 mistakes
- Cooperated with 7+ teammates to discuss over 20+ problems and solved the most of them through brainstorming
- Travelled to 5 of clients' sites independently in 3 days to execute stocktaking project with an integrity attitude
- Prepared 6 working papers ledgers including Account Payable, Other Payable, Advances from Customers, Advances to Suppliers, Other Receivables and Long-term Investment

Crowe Horwath CPA—Zhejiang Office. Hangzhou, China

July-August 2013

Auditor Intern

- Communicated with 3+ clients about our team's book-keeping suggestions and provided feedbacks to managers
- Reviewed 3 financial reports with professionals for the compliance with federal regulations and laws
- Budgeted traveling expenses and arranged relative accommodations according to the firm's rules
- Composed and reported work schedules to managers though involving in four weekly discussions actively

Bank of China. Hangzhou, China

June-July 2013

General Manager Intern

- Measured and identified hundreds clients' potential profitability levels by running Excel spreadsheets
- Optimized customer in-bank experience by asking for and listening to their needs proactively
- Served more than 100 clients per day and familiarized employee work manual to improve the service rate by 10%

Zheshang Bank. Hangzhou, China

July-August 2010

Assistant of Operation

- Marketed an insurance policy successfully by analyzing and evaluating clients' diversified needs
- Advised customers in financial planning and were voted as the 'Best Intern' title among 50 interns
- Researched and formed new employee evaluation forms with higher managers to assess work efficiency of 30+ clerks in our branch

ACTIVITIES

I.U. Technology Management Club-Committee Overseer

August 2013-Present

- Planned and arranged funding and scheduling issues of over 15 club events to ensure smooth-running
- Updated and validated club's calendar and Email system to inform 30+ club members

Supply Chain and Operation Management Association-Membership Director

January 2013-Present

- Tracked and membership activities truthfully to ensure the accuracy of association's membership database
- Supported board's decision-making by drawing conclusions through multiple data analyzing methods

Zhejiang A&F University Class Committee -Class President

September 2010-January 2012

- Organized 10+ class-wide activities and gained the title of 'university social activity outstanding pioneers'
- Established setting 'Committee Mailbox' to better serve students and solved over 30 complaints from students
- Coordinated relationship between students and faculty by facilitating verbal and written communication
- Surveyed and generated ideas from students through round-tables to enhance a team-working atmosphere

SKILLS & CERTIFICATE

•**Technology**: XML, SQL, Visual Basic, Excel, Access, SAP NetWeaver/ **Language**: English, Mandarin Chinese

•**Certificate**: Lean Six Sigma Green Belt (Kelley School of Business)