

Siyun (Jessica) Duan

522 N Rural Dr., Monterey Park, CA 91755 • (213) 400-2598 • siyun.duan@gmail.com

EDUCATION

University of Illinois

College of Business, Master of Science in Accountancy, May 2014 (expected)
Plan to sit for CPA Exam, May 2014

Urbana-Champaign, IL
GPA3.83/4.0

University of Southern California

Leventhal School of Accounting, Bachelor of Science in Accounting, May 2013
Leventhal School of Accounting Dean's List, Marshall School of Business Dean's List

Los Angeles, CA
GPA3.47/4.0

PROFESSIONAL EXPERIENCE

BDO International

Audit intern

Beijing, China
June 2012 – August 2012

- Audited several key areas, including Property Plant & Equipment, Construction-In-Process, and Intangible assets, for a manufacturing company preparing for its IPO
- Acquired first-hand experience evaluating evidence, interviewing clients and preparing concise audit work papers with clear conclusions
- Identified and proposed potential internal control improvements that were implemented by the firm

China Construction Bank

Summer Analyst

Beijing, China
June 2011 – July 2011

- Performed credit granting and risk analysis for China's largest oil company, China National Petroleum Corp.
- Utilized financial valuation models (free cash flow and dividend discount) to evaluate customer's debt and equity transactions; presented analytical results with Excel
- Marketed more than 20 short-term investment products and credit cards to bank clients via telephone and direct communication, leading to a growth of 10% in monthly sales performance

BOYA Software

Accounting Intern

Beijing, China
July 2010 – August 2010

- Prepared account receivable and account payable journal entries and posted to firm's general ledger
- Reviewed monthly bank reconciliations and helped resolve discrepancies resulted from bank reconciliation
- Conducted cost analysis for itemized purchase orders; identified possible cost savings and gained high recognition from accounting manager

LEADERSHIP EXPERIENCE

Asian Student Entrepreneurial Society

Vice President of Membership

Los Angeles, CA
Fall 2012

- Created a new Membership Building Program that successfully helped increase membership by 8%
- Maintained frequent and close connections with members via emails and personal contacts on a weekly basis

Dell Inc.'s Strategic Analysis Team Competition, 1st place

Team Leader

Los Angeles, CA
March 2011

- Developed strategic plans and balanced scorecards for Dell to boost its net annual revenue by 16% and to maintain this competitive advantage in the technological industry
- Proposed a SWOT analysis and presented recommendations to expand consumer segment, diversify products, and improve employee management through training sessions
- Recognized as the most creative presentation out of 10

EXTRACURRICULAR ACTIVITIES

Operations Management Association, Peer Tutor

- Tutored and assisted students preparing for quizzes and exams in USC Operations Management Classes
- Implemented an online Q/A forum on Facebook to connect students to professors

Los Angeles, CA
Fall 2012

Beta Alpha Psi, Chapter Members

- Actively participated in professional events, including 'Meet the Firms' and weekly chapter meetings
- Volunteered in community services at LA Food Bank, Project Angel Food, and on-campus fund-raising events

Los Angeles, CA
Fall 2011

SKILLS

Computer: ACL, Great Plains, MS Access, MS Excel (V-Lookup, Pivot Table, Macros), MS Visio, Movie Maker, Photoshop
Language: Fluent in Mandarin, English