

Local: 313 13TH ST. Huntingdon, Pennsylvania 16652

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Objective

To obtain a position in the corporation or accounting firm that will utilize my accounting skills and education background.

Education

Juniata College, PA

Master of Accounting

GPA:4.0

May.2012-May.2013

Bachelor of Arts in Accounting

May.2008-May.2012

Work Experience

Overseas Director

E-House (China) Holdings Limited

Aug.2012-Aug.2013

- Be responsible for the overseas management and operation related business, analyze the current and potential market to formulate the development strategy, plan and organize programs to cooperate with overseas exhibitors and increased 30 percent program revenue during tenure
- Evaluated cost for the Overseas Exhibition Department by using Activity-Based Cost to decrease 15 percent program expense, unnecessary expenses reduced and cost evaluation system optimized
- Tracked the weekly sales and accounts, etc. to maintain and extend client group
- Wrote the profit report after each exhibition, and present it to general manager and vice president by Excel and PowerPoint with visual effect, professional competence and working ability gained general consent

Accountant

Baosteel Group Corporation

June.2011-Aug.2011

- Be Responsible for the financial accounting, product, settle and check the balance sheet and ledger with Excel, account clear, attitude meticulous
- In charge of the analysis, collection and settlement of internal control and income statements to provide true and authorized information for the company finance and operation
- Be familiar with related professional software, responsible for maintaining the SAP system and update the historical database

Bookkeeper

Baosteel Group Corporation

July.2008 - Aug.2008

- Be responsible for checking and inputting the invoice and other accounting documents
- In charge of the communication and coordination between departments and suppliers, assist to purchase inventory as well as drawing checks and wire transfers

Honors & Awards

Juniata Scholarship 2008-2012

International Friendship Award 2008-2012

Skills

CPA Candidate

Abroad for years, English can be used as the working language. Fluent Mandarin, Conversational German and Cantonese.

Master user of MO Software: Pivot table & V lookup

Familiar with various office professional systems like SAP.