

MengRu ZHANG

65 Miller Street APT A10, Quincy, MA 02169

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Summary:

Skilled Tax Accountant with the strong work ethic and sense of ownership needed to excel in a government-regulated environment.

Education:

- University of Massachusetts Boston, Boston, MA 2011---2014
Bachelor degree of Accounting, GPA 3.3
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Internship Experience:

Reliable Tax Service, Quincy, MA

Internship January 2014-March 2014

- Income tax preparation
- Payroll service
- Bookkeeping service

Shanghai Always marketing company, Shanghai, China

Internship: Cashier in financial department February 2009-July 2009

- Gathered and decoded all financial information about into Excel worksheets
 - Responsible for invoicing
 - In charge of bank and cash out-in and hand in cash flow daily
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Languages:

- English, Chinese

Computer Skills:

- Excellent working knowledge of Microsoft Office Access, Word, PowerPoint and Excel