

## ZHI (ADAM) ZAN

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### EDUCATION

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#### THE GEORGE WASHINGTON UNIVERSITY, School of Business

Washington, DC

##### Master of Accountancy

May 2014

- Passed CPA
- International Student Ambassador
- Recipient of Becker CPA scholarship

#### UNIVERSITY OF KANSAS, School of Business

Lawrence, KS

##### Bachelor of Science, Accountancy

May 2012

- Vice President of International Student Association consisting of 300+ people
- Recipient of Greater Kansas City Community Foundation Scholarship, Koch Foundation Scholarship

### EXPERIENCE

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#### VITA Tax

Washington, DC

##### Tax Preparer

December 2013 – Current

- Attended training and passed basic VITA/TCE Certification test.
- Helped 10 clients file electronic individual federal and state tax returns using TaxWise software.
- Understood and resolved clients' questions during tax return filing process. Gained valuable customer service.

#### Children's Defense Fund

Washington, DC

##### Finance and Development Intern

September 2013 – November 2013

- Assisted the Finance team to process daily check requests, travel reimbursements, and input different types of transactions into company's system through Microsoft Dynamics. Reviewed over hundreds of checks request from regional branches on a daily basis, matched them with corresponding invoices.
- Helped the Development team to prepare special events and campaigns. Facilitated CDF's 40<sup>th</sup> anniversary event that hosted 2,000 people at Kennedy Center.
- In charge of reconciling vendors' statement from state offices. Collaborating with accounting associate in 5 state offices to prepare the reconciliation form. Reconciled and processed monthly credit card statement and payments as well.

#### Industrial and Commercial Bank of China

Manhattan, NY

(Biggest bank and biggest public companies in the world)

##### Accounting Intern

May 2013 – June 2013

- Conducted bank reconciliation for accounts in Citi bank. Reviewed the banking statement, verified the temporary difference, and wrote reconciliation report to accounting manager.
- Originated the office's fixed assets register form with senior accountants, walked through the company's fixed assets and prepared journal entries for disposal of fixed assets. Created a fixed assets master worksheet form, which includes each asset's name, purchasing price, vendor info, depreciation to date and salvage value.
- Assisted the controller and finance staff with general ledger reconciliations and special projects as needed.

#### DELOITTE TOUCHE TOHMATSU CPA LTD

Shanghai, China

##### Tax Intern

July 2012

- Worked with senior associates to provide tax advice to a US based company. Understand client's expansion and acquisition plan in Southwest China, and helped associates to research various tax.
- Helped the US based company to register in Chinese tax regulation department. Contacted over 10 government officials to file the paperwork and notify them when there's change in company's acquisition plan.
- Gathered information for specific engagements by calling the tax regulation department.

### ADDITIONAL INFORMATION

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**CPA Certifications:** Passed CPA exam

**Volunteer:** Volunteered at Lawrence Community Shelter, Suitland Avenue Christian Church.

**Software skill:** Excel, QuickBooks, MS Dynamics, Access, PowerPoint