

# Huan Jin

---

574-302-5678 • iceheart6\_6@hotmail.com

## Summary of Qualifications

- Speak, write, and read Chinese, English, and Korean fluently
- Expert in MS (Word, Excel, PowerPoint, Access), SPSS
- Strength: Honesty, Responsibility, Detail-oriented
- Possess the initiative to work independently as well as part of a team

## Education

August 2010-present

**Bachelor of Science in Business**  
**Concentration: Accounting**  
**Indiana University South Bend – South Bend, IN**  
**GPA: 3.6/4.0**

Awards  
University Involves

- Dean's List
- Member of Accounting Association

Relevant Course Work:

- Intermediate Accounting
- Auditing
- Cost Accounting
- Introduction to Taxation
- International Business
- Business and Professional Communication
- Applications in Financial Management

## Experience

October 2011-present

**Math tutor**  
**Indiana University South Bend Math Department-South Bend, IN**

- Help students to solve problems in algebra, pre-calculus, finite, and calculus
- Help students to relief the pressures when they confront difficulties

April 2007-June 2009

**Assistant to CEO**  
**Shenyang Jixing International Trading Company-China**

- Recorded and reported financial flows of details such as cash flow, account receivable, account payable for each customer
- Provided annual financial reports for each customer at the year end
- Arranged schedules, booked tickets and hotels, arranged business travels for both CEO and customers
- Summarized meeting content and translated the some Chinese documents to Korean
- Coordinated interviews and hiring process for new employees
- Facilitated customer participation in medical exhibition including advertising, translation, scheduling, and travel