

Lu Jiang

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SUMMARY OF SKILLS

- Fluent in Chinese-Mandarin
- Excellent problem solving skills
- Effective Communicator
- Proficient in math and data analysis
- Strong computer skills - office software
- Proven ability to work independently as well as a team member

EDUCATION

California State University, Fresno

Master's in Business Administration-Accounting, *Expected May 2014*, Major GPA 3.12

Jilin University-Lambton College

Bachelor of Science, Business Administration-Banking and Finance, *July 2011*, Major GPA: 3.4

RELEVANT COURSEWORK

Intermediate Accounting	Personal Financial Planning	Computer Information System
Managerial & Cost Accounting	Financial & Management	Marketing & Management
Tax Planning	Policies	Communication Skills
Auditing	Financial Investment	Business Law
Accounting Theory & Practice	Real Estate Finance & Analysis	Leadership & Organizational
Individual Partnership&	International Finance	Behavior
Corporation	Management of Info System	

WORK EXPERIENCE

Student Assistant, Department of Finance and Business Law, Fresno, CA

March 2013 - May 2013

- Professors edit works with Microsoft office software
- Assisted the professor with lab work such as checking the test paper, and summaries the students' information informations

Sales Agent, Bank of Communication, Jilin, China

September 2010 - April 2011

- Assisted the customer deposit, and do some investment
- Helped customers with investment analysis
- Led to increase the deposit and the investment maximum \$ 3,000 per month

Private Tutor, Northeast Dianli University, Jilin, China

June 2009 - August 2009

- Prepared teaching plans for primary school to senior high school students in the subjects of Math, Physics, Chemistry, English, and Chinese
- Helped students improve their grades

Cashier, Dongjuzi Clinic, Jilin, China

December 2008 - February 2009

- Responsible for daily accounting management on operation revenues
- Assisted to do some statement of cash flow, balance sheet, and income statement