

SHUWEI (LISA) GAO

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SUMMARY: Bilingual CPA candidate (passed AUD & BEC, schedule to finish in August) seeking for an entry level position in accounting and corporate finance field. In depth knowledge of US GAAP, IFRS, Financial reporting and analysis.

EXPERIENCE

2014Summer	Kevin Kerveng Tung P.C. (Law firm) Bookkeeper & Administrative assistant <ul style="list-style-type: none">• Receive, record, and deposit cash and checks and process payment receipts for clients• Reconcile three major bank accounts• Process billings, invoices and reimbursement claims requested by clients• Manage accounting operations, accounting close, and account reporting using Quickbooks• Schedule appointments, perform filing and data management• Answer telephone and forward telephone calls and messages to appropriate attorney	New York, NY
2014Spring	THEIRAPP, LLC (Industry-leading investor relations app provider) Intern <ul style="list-style-type: none">• Conducted pricing analysis of investor relations app industry and built financial models of four competitors• Assisted the accounting department to generate expense reports for reimbursement• Entered daily data to track new downloads of 70+ clients• Maintained CRM database and spreadsheets by entering and organizing contact information of current and potential clients	New York, NY
2013Summer	FORDHAM UNIVERSITY Graduate Assistant <ul style="list-style-type: none">• Designed and updated the Chinese version website of Graduate Business School using HTML, and translated 30+ webpages content of Graduate School of Business website into Chinese• Assisted the office of career management and Peking University EMBA program in event planning and marketing	New York, NY
2013Spring	UNIVERSAL PROCESSING, LLC (Payment processing solutions provider) Business Consulting Intern <ul style="list-style-type: none">• Conducted pricing analysis for merchants and customize payment solutions;• Developed and implemented marketing research project of payment processing industry;• Sourced and recruited sales people through social media and referrals; screened and interviewed job applicants;• Provided support for marketing, operations, and strategy functions	New York, NY

EDUCATION

2012-2013	FORDHAM UNIVERSITY, GRADUATE SCHOOL OF BUSINESS MS, Investor Relations, GPA 3.9	New York, NY
2011-2012	PORTLAND STATE UNIVERSITY Certificate, Business Management Core Program, GPA 3.5	Portland, OR
2008-2011	DONGBEI UNIVERSITY OF FINANCE & ECONOMICS BA, Human Resource Management, GPA 3.8	Dalian, China

ADDITIONAL

- Languages: Fluent English; native Mandarin
- Computer skills: Quickbooks, Microsoft Word, Excel, PowerPoint, Outlook
- IFRS Program of The Institute of Chartered Accountants in England and Wales (ICAEW), 2013