

Kaili Gao

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EDUCATION

University of California, Riverside

Master of Professional Accountancy

June 2014

Relevant Coursework: IT audit, Advanced ERP system, Financial Statement Analysis, Internal Auditing, Cost Accounting

GPA: 3.50 (CPA-Eligible)

University of Utah

Bachelor of Science – Accounting, Honors Program

May 2013

Relevant Coursework: Managerial Accounting, Advanced Financial Accounting, Accounting Information System, Taxation

GPA: 3.30

WORK EXPERIENCE

DreamWorks Animation SKG

Glendale, CA

Accounting Intern

February 2014- May2014

- Created Excel spreadsheets to analyze royalty statements and commission reports
- Learned how to access Oracle database to pull out data from data warehouse
- Updated accounts and calculations for executive payroll and stock compensation
- Conducted tax research on various tax issues and preparing research memos for clients' tax planning strategies
- Computed taxes owed and prepared individual, corporate tax returns for federal, state, local or foreign requirements
- Assisted in preparing tax provision documentation for SEC quarterly or annual reporting

PricewaterhouseCoopers, LLP

Shanghai, China

Summer Accounting Internship

August 2013 – September 2013

- Specialized in preparing and checking financial documents for large international companies with revenues of \$50+ million
- Complied and researched financial statements and related laws for 11 countries, such as U.S., Finland and Australia
- Performed trail balance and financial statement reconciliations
- Assisted with the calculation of foreign source income and foreign IRS tax forms
- Verified and endorsed tax report and tax register of the companies' business

BMO (Bank of Montreal) Financial Group

Shanghai, China

Finance Intern-Trade Finance Department

July 2013

- Excelled in preparing account report from local data warehouse and pulled out capital market reports
- Researched and did Info View of the companies doing foreign exchange with our bank
- Gained knowledge of international financial transactions such as Import-Export Letters of Credit and Bank Guarantees

World Trade Center Utah

Salt Lake City, UT

Finance Research Intern

Fall 2012

- Performed market research and macroeconomic analysis of international opportunities for Utah business.
- Assisted in administration of WTC Utah's CRM, Updated company's website.

VeriSilicon Holdings Co., Ltd.

Santa Clara, CA

Accounting and Finance Intern

January 2012-May2012

- Utilized SAP to create PO, invoice contractual advances, guarantees and royalty overages
- Used SAP to record data and information from bank, prepared financial statements
- Completed scorecards by working with cost center and functional unit input
- Assisted in the development of new profitability reports, royalty reports and other special reporting projects
- Prepared and analyzed various departmental budget-to-actual variance reports on a monthly basis
- Maintained up-to-date billing system

Salt Lake City Ballet

Salt Lake City, UT

Accounting Intern

Summer 2011

- Experienced with accounts receivable and accounts payable
- Performed basic bookkeeping, recorded invoices, built financial models
- Prepared journal entries, adjusting entries and closing entries ;performed financial statement reconciliation
- Prepared and analyzed monthly budget, financial statements, and set long-term goals
- Negotiated with 80 clients and implemented solutions

American & Chinese Friendship Promotion Society (AC-FPS)

Salt Lake City, UT

Advanced Materials Group Team Leader

February 2011-December 2011

- Researched U.S. and Chinese government policies to learn about international trade of business
- Communicated with local business and government leaders and provided language and translation support
- Promoted the US& China Education Trade Forum and facilitated more than 100 business international trades
- Organized group meetings; assigned and supervised group members tasks

Citi Bank

Shanghai, China

Finance Intern-Credit and Loans Department

December 2010 -January 2011

- Reviewed loan applications for oil companies

- Assisted Credit Department manager with background and financial analysis
- Collaborated with other departments to ensure paperwork was completed accurately and met deadlines

SKILLS

Computer Software: Microsoft Office Suite(MS Excel, MS Access, MS Visual,etc.), QuickBooks, Oracle, SAP V12, Checkpoint, Financial Analyzer, H&R Tax Filing Software, Open Office, ERP, OneSource

Language: Proficiency in speaking, reading and writing of English and Chinese Mandarin

Interest: Traveling, hiking and playing piano (Yamaha 8th level certified).