

Olivia Su

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Objective

To secure a position with a well established organization that will lead to growth and a long-term relationship in finance and related fields.

Qualifications

- ☑ Proven strong bilingual communication (English & Mandarin) and interpersonal skills
- ☑ Continuously working in cross-cultural environment demonstrated great translation skills
- ☑ Chinese National Bank internship experience, with sharp awareness to details
- ☑ Specialize in strategic planning and evaluation, for project management from beginning to finish
- ☑ Highly capable of working in a fast paced, multifaceted work environment and deadlines
- ☑ Organized multi-tasker with efficient time management capabilities
- ☑ Self-motivated, innovative team player with strong career-ambition
- ☑ Mastered Statistical Data Analysis Software STATA, MatLab with analytical and critical thinking
- ☑ Advanced user of MS Excel, Word, PowerPoint, Access & visual presentation software – Prezi

Education

- M.A. in Economics - San Francisco State University, California December 2012
- B.A. in Accounting - Xiamen University, China June 2011

Work Experience

APA Family Support Services Accountant Assistant Jul 2013 – Jan 2014

- Maintained and monitored up-to-date records of budget, grants, program expenses, and donors
- Reviewed 20+ subcontractor agencies monthly invoice and keep record for overall program expenses
- Reviewed and compare grants contract requirements and benefits from year-to-year to assist in planning future policy
- Initiated a costing system analysis project, to generate a cost-benefit analysis report
- Prepared complex financial reports, compiled financial data and information for presentation to board members
- Helped create a greater public profile for the non-profit agency, was featured in a fundraising telethon that aired on local community channel

Intertax Inc. Tax Consultant Jan – Apr 2013

- Made appropriate adjustments, deductions, and credits to minimize client taxes from simple to complex tax returns involving individuals and small businesses
- Specialized in international tax return preparation and Offshore Voluntary Disclosure Program (OVDP)
- Researched and edited related materials for new edition of Green Card & Tax, regarding new immigration tax policies, *How To Deal with FATCA & FBAR*, published on *World Journal* (Mar 10th, 2013)
- Created training material and recorded video OVDP tax disclosure program for release on YouTube
- Proposed new immigration and individual tax planning program for future marketing promotion

San Francisco State University Graduate Teaching Assistant Aug – Dec 2012

- Assisted International Business professor in all phases of a 700+ students class - developed teaching materials such as syllabus, visual aids, cross culture slides, supplementary notes, and course websites
- Scheduled and maintained the office hours to meet with and tutor students showed strong communication and consulting skills, to inspire students and helped them make efficient study strategies

China Construction Bank Accountant Assistant Internship 2010

- Cooperated with Risk Asset Management Dept. clear NPL (non-performing loans) within request time in addition to routine bank accounting work
- Administered accounting department office general operations and computer literature, assisted Technology Dept. implement Fingerprint Authorization System

China Railway Construction Corp. Ltd Associate Accountant Internship 2009

- Independently applied MS Excel pivot table to generate and assess 200+ pre-residences family information and settlement data for negotiator's further use
- Received, recorded banked cash, checks, vouchers as well as reconciled records of bank transactions, performed debit, credit and general ledger on spreadsheets and specialized accounting software (Kingdee K/3)

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求职意向

寻求在一份金融及相关领域，具有长期发展空间的职位

专业技能

- ◆ 优秀的双语（英语和普通话）沟通能力和人际交往能力
- ◆ 持续地在多元文化的工作环境中工作，展示了优秀的翻译能力
- ◆ 曾在中国国有银行实习并且养成了严谨、注重细节的职业习惯
- ◆ 擅长项目管理的决策性计划与评价
- ◆ 注重效率，能适应快节奏、多面向的工作环境，按时完成工作任务
- ◆ 能够有条理地同时处理多个任务，具有杰出的时间管理能力
- ◆ 工作积极主动、有激情，有强烈的团队协作意识
- ◆ 熟练掌握 STATA、MatLab 等数据处理软件，具备了敏锐的分析判断能力和辩证思考能力
- ◆ 精通微软 Excel, Word, PowerPoint, Access 和有良好的视觉展示效果的演示软件-Prezi

学历背景

- 旧金山州立大学，经济学硕士学位
- 厦门大学，会计学学士学位

2012 年 12 月

2011 年 6 月

工作经历

亚裔家援服务处

财务助理

2013 年 7 月 - 2014 年 1 月

- 按时更新和审核所有预算、政府补助、项目支出和捐赠者名单
- 每月复核 20 个以上分包项目代理的月度支出和各项的总支出
- 综合评估和比较了历年政府补助合同的要求和津贴，并基于比较报告协助了行政总监制定未来的公司政策
- 提出和实行了公司成本分析的项目，并制作了一个成本收益报告
- 为董事会报告，结合全面的财务数据和信息撰写复合财务分析报告
- 协助拍摄了该非盈利机构在本地的电视台持续播出的系列募款节目

何美惠会计师事务所

税务顾问

2013 年 1 月 - 4 月

- 使用各式调整、减免、课税津贴，为个人和小型企业预备年度纳税申报表
- 专长与国际税务申报和海外自愿申报项目 (OVDP)
- 调研和编辑了《绿卡与税》(修订版)中与移民税法相关的各种材料，在世界日报与何美惠会计师共同发表了《如何应对 FATCA 和 FBAR》(2013 年 3 月 10 日)
- 收集整理了培训材料，并录制了海外自愿报税项目的相关培训视频
- 提议了针对新移民和个人纳税规划的市场营销计划

旧金山州立大学

研究生助教

2012 年 8 月 - 12 月

- 协助国际商务学教授为有超过 700 名学生的课程撰写教学材料，编辑视频教学材料，制作多元化文化演示幻灯片，辅助笔记，以及课程网页的维护
- 在整个学期中安排和主持了教授辅导时间，在与学生面谈和辅导的过程中展示了优秀的沟通和辅导的技巧，鼓舞和帮助学生制定更加有效的学习策略

中国建设银行

银行会计助理

2010 年实习

- 在完成银行会计的基本工作之余，协助了风险资产管理部门在规定的时间内完成了坏账处理工作
- 处理会计部门的基本行政工作和计算机文件处理，协助技术部门普及和实施指纹识别授权系统

中国铁路建设有限公司

助理会计

2009 年实习

- 独立地使用 Excel 数据透视表，建立了超过 200 户拆迁户的家庭信息表，以及补偿款数据以便顺利开展此后的拆迁协商工作
- 收集整理、记录了银行现金、支票、收集和处理银行往来对账单，使用 Excel 和金蝶会计软件准备了往来账项和总账