

# HE 'KATHY' QIN

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## EDUCATION

**Concordia University Wisconsin, School of Business**

Mequon, WI

*BS Finance*

May 2014

○ *Relevant Coursework: Intermediate Accounting I&II • Individual Taxation • Honors Financial Management*

• *Intermediate Corporate Finance • International Finance*

○ *Honors & Awards: Recipient of Regents' Scholarship*

## PROFESSIONAL EXPERIENCE

**Susan J. Sehmer CPA, LLC – Grafton, WI**

Grafton, WI

*CPA Assistant*

Feb 2014 – Jun 2014

- Prepared journal entries, account analyses and maintained the trial balance for project(s)
- Set up and processed payroll, transferred business to the Creative Solution system
- **QuickBooks software:** Including year-end review of more than 300 clients' books and records
- Used the Creative Solution to make financial statements: Income statement, Cash flow and Balance sheet
- Reconciled year-end adjustments for tax preparation
- Income tax return preparation: checked names/numbers/addresses/bank account number/W2 entries for accuracy

**China Construction Bank – China**

China

*Financial department assistant*

Jul 2013 – Aug 2013

- Filed and sorted credit card payment hard copy, updated payment status to ensure account security of the company
- Helped accounts receivable and accounts payable of vendor invoice balance reconciliation, assort credit card invoices, identify, assign correct department code and expense account
- Prepared daily assembly line production analysis report for department managers meeting by utilizing Microsoft Excel, SAP software and Lotus Notes
- Compiled financial reports pertaining to cash receipts, expenditures, profit and loss

**Burqin Local Tax Bureau**

China

*Tax Intern*

Jul 2011 – Aug 2011

- Audited external corporate accounts and checked tax documents of previous 2 years
- Communicated audit results to upper management through written reports and oral presentations
- Analyzed and reviewed accounts reports and communicated final results to companies
- Gathered data for internal audits through interviews, financial research and downloads
- Established a tripartite agreement between Local Tax Bureau, Banks and Companies

## ORGANIZATION LEADERSHIP & ACTIVITIES

Mequon, WI

**Chinese Class Volunteer**

Aug 2012 – May 2013

- Assisted Chinese class Professor to help a class of students Practice Chinese speaking and writing
- Teach them Chinese life and culture

**American-international ministry assistant**

Dec 2012 – May 2014

- Planned 2 activities: a competition game night and a cooking class

**Orientation Team – Concordia University Wisconsin**

Dec 2012 – May 2013

- Provide direct peer mentoring to each semester incoming international students in a first year college year experience class
- Acted as a role model and resource for students in the learning community by providing campus information and answering questions/emailing on CUW academic and extracurricular resource

**Office of International Affairs**

Aug 2012 – May 2014

- Assisted instructional team of four and helped guide 40 students from Shanghai Normal University

## SKILLS

**Software:** Bookkeeper | the Creative Solution | MS Access      **Language:** Mandarin Chinese