

9022 53rd Avenue,
Elmhurst, NY 11373

Yue Ding, Diana

(717) 856-6394
diana.yueding@gmail.com

OBJECTIVE

To obtain a full time job in field of accounting to begin in the fall of 2014

EDUCATION

Pennsylvania State University, University Park, PA
Smeal College of Business
M.S. in Accounting, B.S. Accounting

Class of May, 2014
Cumulative GPA: 3.67/4.00
Dean's List: 5:7 Semesters

RELEVANT EXPERIENCE

Fu Xing Ming Fang Private Accounting Firm
Audit Intern

June 2013 – August 2013
Shanghai, China

- Maintained accurate reporting records and files
- Assisted CPA and senior supervisors with work paper preparations
- Supported professional staff with general office and bookkeeping tasks
- Communicated with clients regarding missing details of financial documents
- Assisted senior CPA on work study testing, journal entry testing, and bank transfer analysis

China Executive Education Corporation
General Manager Assistant

June 2012 – August 2012
Shanghai, China

- Worked 10 hours per day to schedule meeting and prepare presentations for general manager
- Networked with other company representatives through phone or e-mails, alleviated questions or concerns of clients

LEADERSHIP

Chinese Calligraphy Club
Treasurer

August 2012 – Present
University Park, PA

- Organize and delegate responsibilities for events and meetings
- Work in a team of five officers to promote awareness of Chinese culture to Penn State student population
- Allocated the \$600 Student Activity Fee budget, reconcile club transactions and monitor balance accounts

Beta Alpha Psi
New Pledge

August 2013 – Present
University Park, PA

- Fulfilled pledge requirements for community service and meeting/ event attendance
- Gained insights about accounting profession by participated in company visits and in networking

Glad Tidings Church
Volunteer

January 2012 – May 2012
University Park, PA

- Prepared and served fresh food and drinks for homeless people weekly
- Collected used clothes and blankets from students to help underprivileged people

ACTIVITIES

Co-Leader, BA 411 Business Plan Case Competition

September 2013 – December 2013
University Park, PA

- Collaborated with a team of five across four majors to propose a profitable business plan
- Conducted extensive industry research to deliver the startup plan for a tea business in NYC
- Developed a financial budget with Excel to forecast future performance of the business
- Awarded 3rd place out of five groups and win \$100 for participation in case competition

Deloitte Undergraduate Case Competition

February 2013
University Park, PA

- Worked in a team of four to propose an e-commerce solution for a mock company
- Presented solutions to board of managers for Deloitte

SKILLS AND INTERESTS

- Proficient knowledge of Microsoft Word, Excel, PowerPoint
- Certificate of TCSOL from IATCSOL as a qualified Chinese language teacher
- Fluent in Chinese (Mandarin), and English