

Shanying(Shelly) Quan

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EDUCATION

- Case Western Reserve University, Cleveland, OH** July 2012 – May 2014
Degree: Master of Accountancy
GMAT: 740
Merit-Based Scholarship
- North China Electric Power University, Beijing, China** Sep 2008 – June 2012
Degree: Bachelor of Management
Major: Labor and Social Security
Merit-Based Scholarship

EXPERIENCE

- Tax Information Specialist** Mar 2014 – April 2014
United Way, Cleveland, OH
 - Assisted clients prepare Federal and State tax returns using H&R Block software on Myfreetaxes
- Tax Intern** Jan 2014 – Mar 2014
Unique Tax & Accounting Inc. Cleveland, OH
 - Filed more than 100 State and City tax returns for individuals and small businesses using Ultra-tax
 - Conducted thorough interviews with clients and dealt with tax agencies to gather information
 - Performed tax regulation research and analysis
- Research Assistant** Sep 2013 – Dec 2013
Kelvin Smith Library, Cleveland, OH
 - Assisted librarians with literature searches using databases, printed resources and internet
 - Searched standard reference materials to answer the questions of patrons
 - Researched books and articles written by university faculty by checking their CV and webpages to verify the achievement in library and library database
- Tax Assistant** Jan 2013 – April 2013
IRS Volunteer Tax Assistance Program , Cleveland, OH
 - Prepared tax returns for low and moderate income families using Tax-Wise Online
 - Reviewed form W-2, 1040, 8812; answered tax related questions for clients

RESEARCH & ANALYSIS

- Analysis and Valuation of PolyOne CO , Cleveland, OH** Oct 2012 – Nov 2012
 - Analysis of company's business environment, operating performance, and accounting policies
 - Forecasted income statements, balance sheets, and free cash flow to the firm and common equity for the period beginning 2012 and ending 2021
 - Valuated future share price range of the company by utilizing evaluations and forecasts and discounted cash flow method

SPECIAL SKILLS

Language: Trilingual (Native speaker of Chinese and Korean; Proficient in English)
Computer: Microsoft Excel, Word, PPT and Access; Peachtree, Ultra-tax, Tax-wise
CPA: Passed Auditing on January, 2014, preparing for Regulation