

EDUCATION

- Sept. 2012 - Feb. 2014 **COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK, School of International and Public Affairs** **New York, USA**
Master of Public Administration in International Finance and Economic Policy
 Specialization: Advanced Policy and Economic Analysis
 Departmental Research Assistant (DRA) in *Accounting for International & Public Affairs* course
 Treasurer of Great China Initiative
 Panel Coordinator for Corporate Social Responsibility Panel in 2013 NYC Career Series
 Chief Director of Spring Festival Dinner & Party with Business School of Columbia University
 Group Leader of Chinese University Alumni Alliance Build-Up Gala Dinner
- Sept. 2009 - Jun. 2012 **BEIJING TECHNOLOGY AND BUSINESS UNIVERSITY, School of Business** **Beijing, CHINA**
Master of Accounting
 Rank: 3/64; Scholarship for Excellent Student (every year);
 1st Prize of the 9th Beijing Entrepreneur Challenge Competition “Challenge Cup” in University
 Participant & Winner, Summer Leadership Program, Ernst & Young
 2nd Prize of North China in IMA Management Accounting Case Study Competition
 Graduation Thesis: *Study on Corporate Values of Carbon Information Disclosure --- Empirical research on Carbon Disclosure's influencing factors and impacts on enterprise value*
- Sept. 2005 - Jul. 2009 **HENAN UNIVERSITY, School of International Education** **Kaifeng, CHINA**
Bachelor of Accounting
 Rank: 1/103; National Scholarship; All-Around University Student of Province; First-level Scholarship (three times);
 Excellent Student Honor (four times);
 Excellent Graduate Student in Province & University; Excellent Student Leader; Excellent League Leader
 Organization Monitor, League Branch Secretary, Minister of Study & Sports Department of Student Union
 Chief Director of Evening Party for Graduates in School; Key player of Women Basketball Team of college
 Graduation Thesis: *The Disclosure System of Social Responsibility Information*

EXPERIENCE

- Apr. 2014 - Present **TOP USA ACCOUNTING INC.** **New York, USA**
Accounting Associate
 • Handled 4000+ employees payroll information and reports in Excel, QuickBook, and ADP Workforce
 • Successfully handed over the accounting work to other company and created new process model in helping clients
 • Addressed clients' accounting or taxation issues in business
- Jul. 2013 - Sept. 2013 **UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)** **New York, USA**
Finance Intern, Accounts and Client Services Division, Office of Financial Resources Management
 • Overhauled inventory reports according to 35+ checklists on 23 projects and directly contacted with Country Offices
 • Assisted in preparing of financial reports and providing in-depth analysis of various financial information/indicator
 • Developed models/data validation to ensure data integrity and re-engineering and automation of the business processes
 • Managed accounting/finance data by using pivot tables/V-lookups and other advanced formula in Excel Sheet
- Dec. 2012 - May. 2013 **UNION LABOR LIFE INSURANCE COMPANY (Ullico)** **New York, USA**
Consulting Analyst, “Unleashing Impact Capital into the Public Infrastructure Market” Project Team
 • Assessed the use of project screening criteria and identify variables from state to state based on previous research paper and large-scale data; Built a CIP Viability Screening Tool for choosing infrastructure project
 • Delivered a detailed paper and a stand alone, high quality executive summary and presentation
- Mar. 2013 - Jul. 2013 **UNITED NATIONS** **New York, USA**
Research Analyst Intern, Department of Economic and Social Affairs
 • Assisted in research and analysis activities within the E-Government Branch of Division
 • Researched the Assigned Countries and contributed to the publication of *2013 E-Government Survey*
 • Negotiated and coordinated with researching partner on discrepancies of more than 140 researching questions / country
- Dec. 2011 - Feb. 2012 **PRICEWATERHOUSECOOPERS (PwC)** **Beijing, CHINA**
Assurance Intern, Associate Auditor
 • Accomplished the auditing project of LG Chem, Ltd., (Bohai) & China COSCO Holdings Co., Ltd.,
 • Assigned responsibility for accounts, including Cash, G&A expenses, Financial expenses, Fixed & Intangible Assets, Accounts Payable; Assisted project supervisor and analyzed the collected data in Excel forms.
 • Worked directly in clients' office and communicated with clients and other auditing company.
- Oct. 2011 - Dec. 2011 **ACCENTURE** **Beijing, CHINA**
Consulting Analyst Intern, Energy Industry
 • Participated in the project of China National Petroleum Corporation Management System High Level Design
 • Collected, analyzed and summarized performance of industry and major oil companies, incl. BP, Total, ExxonMobil

ADDITIONAL INFORMATION

- American Institute of CPA - Passed FAR, BEC, and AUD
- CFA – Passed Level 1
- Chinese Institute of CPA - Passed Accounting, Financial & Cost Management, Economic Law, Corporate Strategy & Risk Management
- Skills: SPSS, Stata, SAP, R Language, Excel, Access, PowerPoint; Languages: Chinese, Native; English, Fluent; GMAT: 750
- Status: Permanent Resident