

Shujie Jiang (Emily)

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JOB OBJECTIVE: Entry-level position in Accounting and Finance utilizing my education and skills to contribute to the success your esteemed company.

EDUCATION

- MONTCLAIR STATE UNIVERSITY, United States
Master of Business Administration in Accounting, Sept. 2013 - Present
- FORT HAYS STATE UNIVERSITY, United States
Bachelor of Business Administration, 2012
- SHENYANG NORMAL UNIVERSITY, China
Bachelor of Economics in International Finance, 2012

Core Curriculum:

Accounting Fundamentals, Management Accounting, Macro and Micro Economics, Organizational Behavior, Management Information System, Enterprise Management, Financial management, Industrial Economics, Accounting Principle, Human Resources Management, Business, Production and Operations Management, Business Law.

WORK EXPERIENCE

- 2011.6-2011.9 The Branch of ICBC Limited Liability Company, Hebi City, Henan Province, China**
- Supervised in data collection, numbers record and clearing up the customers' information
 - Assisted accountant in payroll administration, accounts payable, journal entries, and contracts administration
 - Internship in the accounting department acquainted the world's leading financial derivatives and trading platforms, and familiar with the basic market analysis technology
- 2010.6-2010.9 Xin Huang Gold Investment Co., LTD, Shenyang City, Liaoning Province, China**
- client manager assistant supervised routine work and the implementation of project, received service requests from the client and solved their concerns and problems
 - Followed up the news of funds-raising activities from official websites and social media; observed and recorded the fluctuation information of earnings ratio of other funds, understood of the fund dynamism
- 2009.6-2009.9 BaoSheng Investment Company , Hebi City, Henan, China**
- Finance assistant in accounting department contributing to collect data efficiently, clear up and archive monthly and weekly reports
 - Counted expenses and gained profits for last fiscal year, recorded and managed of general expenses, assisted in drawing up monthly capital plan, participated in the internal related training plan of the corporation

REWARDS

- Publication of an academic paper
A Brief Analysis on the Economic Globalization and the Reform of China's Monetary Policy
- Achieved the honor of "Excellent Graduate Thesis"
- Award winning in the College Finance Stimulation Investment Contest

SKILLS

- Fluent English and Chinese language skills in Reading, Writing, and Speaking
- Excellent knowledge of Microsoft office (Word, Excel, PowerPoint)

ABOUT ME

- Have the ability to work independently, have the team-work spirit, serious attitude on learning.
- Strong senses of loyalty, responsibility, work in patience and seek truth from facts.