

Yao Tong

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45 N. Salisbury St.
West Lafayette, IN 47906

OBJECTIVE

To obtain a full time job in accounting position to utilize my organizational skill and leadership skill

EDUCATION

Purdue University, West Lafayette, IN
Bachelor of Science in Accounting and Management

Expected: May 2015
GPA: 3.1

RELEVANT EXPERIENCE

Awfully Chocolate, Shenzhen, China

May 2012-June 2012

Rotation Intern, Shop Assistant

- Trained and monitored new hires on daily required tasks
- Collected data and computed monthly reports to maintain the business feasibility
- Revised and updated the account statements every day
- Developed and presented the final projects to board member
 - Margin loss in the first month
 - Increased \$958 in the second month

HuaJian Company, Wuhan, China

May 2013- June 2013

Intern, Accountant Assistant

- Audited the Financial Report for the team by using Excel
- Scoped the Audit Report at the end of month
- Calculated the results of the balance sheets and designed the format of financial report

LEADERSHIP EXPERIENCE

Delta Phi Lambda Sorority Inc.

Ritual Chair, Fundraising Chair, Assistant Affiliate Educator

May 2013-June 2013

- Mentored & motivated other members to maintain the awareness of history
- Raised approximately \$600 by promoting and persuading the information of fundraising events
- Planned and Organized performances to promote the Asian Culture

Vice President of External

May 2014- Current

- Collaborated with all the Multicultural Greek Organizations in Midwest to hold show cases
- Scheduled meetings with Purdue Student Union Board for homecoming parade in Purdue
- Maintained a long time relationship with alumni
- Recruited 20 women in last 2 years
 - Increased 5% in the first year
 - Increased 8% in the second year

SKILLS

Computer: Excel, Access, Word, PowerPoint, Publisher, HTML

Language: English, Mandarin Chinese, Cantonese