

# Yao Tong

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## **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