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Shu Yao

Educational Background

University: Stony Brook University, Master of Business Administration concentration in accounting
GPA: 3.5/4.0 **Expected Graduate date:** 12/2014

University: The School of Business Administration, Southwestern University of Finance and Economics,

Degree: marketing bachelor **GPA:** 3.6/5.0 **Graduate date:** 06/2012

Relevant courses: Financial accounting, Marginal cost analysis and application, Federal income taxation, financial accounting theory, internal auditing, intermediate accounting, advanced accounting, business law etc.

Relevant Experience

02/14-present Volunteering in VITA BETHPAGE (IRS certified) as tax assistant

Assist individual to prepare tax returns through communicating closely with clients
Approximately 5-10 hours a week

03/12-05/12 HSBC Bank, Business Development Department, Assistant of Sales manager, Chengdu

Assisted customer manager in organizing quality sales activities such as Western and Eastern culture communication get-together, cigarettes tasting salon and golf club networking to explore, develop and maintain third party partnerships of HSBC in local market.

07/11-09/11 Citibank Private Banking Department, Financing product sales , Beijing Branch

Organized and led a group to make family financial planning and earned the excellence award in designing the financial transaction within the family
Participated in Single-hand Action Simulation Investment Contest for Foreign Exchange and Fund, earned the excellence certification

Leadership Experience

09/12-05/13 Secretary of Global China Connection in Stony Brook University

Organized the Spring Festival Gala Show and made the budgets of it
Designed the Mid-Autumn Gala Show in Stony Brook University

12/10-01/11 Research Assistant of Jinag Nanping, Doctor of Economics, Southwestern University of Finance and Economics

10/09-03/10 Financial Investment Association of University, Information Department, Promotion Center manager

Assisted in holding the stock speculation contest
Held the cash flow contest and related financial activities

Skills & Specialists

Strong planning abilities with a keen attention to detail
Proficient in Microsoft Office (Word, PowerPoint, Excel.)
Proficient with accounting software: Quick book