

Jingru Zhang

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Education

Rider University, Lawrenceville, NJ

12/2012

Master of Accounting

GPA: 3.755

Concentrations: Finance, International Business

Jiangxi Agricultural University, China

Bachelor of Science in Business Administration

07/2009

Major: Financial Management

GPA: 3.29

Minor: Digital Media & Art Layout

Experience

Amplex Auto, LLC. Paramus, NJ, USA

01/2013-Now

Cost Accountant

- Preparing contractors' incoming reporting documents, 1099-forms and commission checks
- Calculating cost bottom-line, monitoring account receipts, making customers' invoices
- Reconciling inventory accounts to the general ledger, preparing monthly journal entries

PricewaterhouseCoopers, LLP. Florham Park, NJ, USA

01/2012-04/2012

International Assignments Solutions Tax Winter Intern

- Worked with tax software applications to prepare individual tax returns for American expatriates and foreign nationals.
- Prepared tax projections and hypo tax reconciliation statements for outbound assignees.
- Researched and analyzed relevant provisions and treaties between countries to avoid double taxation

Sysco Guest Supply, LLC. Monmouth Junction, NJ, USA

06/2011-01/2012

Corporate Sales Tax Intern (Act as a Full time Associate)

- Reviewed/maintaining of entire customer base as to set up tax-exempt documentation
- Verified and ensured correct taxable status, tax rates and tax codes
- Assisted in special projects and audits, trained in multi-state Sales Tax law and practice

Rider University Center for International Education, Lawrenceville, NJ, USA

01/2011-06/2011

Academic Affairs--Graduate Assistant

- Created and updated study abroad programs in Rider study abroad website
- Assisted with budgets, study abroad re-entry programming and assessment
- Recruited, interviewed, trained and managed International Student Mentors

Rider University Moore Library, Lawrenceville, NJ, USA

2011 Summer, 2010 & 2012 Fall

Librarian Aide

- Utilized Adobe Captivate to make tutorials for Moore Library's on-line catalog
- Modified and updated Rider Moore Library On-line Database
- Assisted in paperwork for librarian's journal meetings

Honors & Scholarships

Pledge of Beta Alpha Psi and Accounting Society since 2011

Chairman of Student Committee in Jiangxi Agricultural University from 2007 to 2009

Professional Certificate for Accountant in Jiangxi Province in 2008

Scholarships of Jiangxi Agricultural University from 2005 to 2009

Skills

Computer Skills: Adobe Captivate, PeopleSoft, Go System, Global Office, Microsoft Office, QuickBooks.

Language Skills: Chinese and English