

XIAOMIN ZHU

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Entry-Level Accountant ~ Accounting Intern

PROFILE

- MBA-Accounting graduate as of May 2014 with solid understanding of accounting practices, principles, systems, and standards along with extensive theoretical and applied studies spanning broad areas of accounting, finance and business including:

*Accounting for Managerial/Decision Making
Measurement/Disclosure*

Financial Statement Analysis-Decision Making/Valuation

Investment Analysis/Portfolio Management

Strategy and Policy Analysis

Organizational Theory/Behavior

Human Resource Management

Accounting

Financial Planning/Control

Financial Institutions and Markets

Business Analytics

Commercial Law

Marketing Management

- Technology savvy, with solid skills in MS Project, MS Office Suite, Edraw Flowchart, and Photoshop; additional familiarity with Windows OS maintenance and repair as well as customs clearance and international forwarding agent computerized business applications
- Talent for effectively analyzing reports/data as well as troubleshooting and resolving problems
- Able to prioritize, coordinate and manage projects to maximize productivity and efficiency in fast-paced, high-volume and deadline-driven environments
- Additionally familiar with real estate procurement contracts and construction project law
- Strong communication and interpersonal relation skills; fluent in English and Mandarin Chinese, with bi-cultural background in United States and China

EDUCATION

Master of Business Administration-Accounting, Saint Martin's University-Lacey, WA; May 2014

Bachelor of Arts, Business Administration-Accounting, Saint Martin's University-Lacey, WA; 2012

PRACTICAL EXPERIENCE - concurrent with education

Front Desk Associate, Saint Martin's University-Recreation Center
2013-2014

- Gained valuable experience in general office operations ranging from front desk reception and customer service through information management and clerical/administrative support

COMMUNITY INVOLVEMENT

Volunteer, Food Services for Homeless, Olympia Community Kitchen; 2010-2012

Volunteer Staff/Event Coordinator, Taste of Culture; 2010-2012

Volunteer Event Coordinator, Dragon Boat Festival; 2010-2012