

YUANXU ZHUANG

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EDUCATION

Boston University, Boston, MA

January 2015

Master of Science Administrative Studies Concentration in Financial Economics

Relevant Courses: AD 763 Multinational Finance and Trade, AD731 Corporate Finance, AD642 Project Management, AD 717 Investment Analysis and Portfolio Management, AD722 Legal and Regulatory Issues in the Financial Industry etc...

Northeastern University, Boston, MA

April 2013

Bachelor of Science in Administrative Study Financial and Accounting Management

Relevant Courses: ACC 2150 Financial Accounting, ACC 2251 Strategic Cost Analysis, ACC4403 Financial Reporting and Analysis 4, FIN 2850 Financial Management, ACC 4250 Concepts in Taxation, FIN 4503 Financial Institutions and Markets etc...

EXPERIENCE

Boston University, Facilities Management & Planning Department, Payroll Office, Boston MA, United State

Administrative Assistant

June 2013 to January 2015

- Record 700+ employees attendance from 30 different work area, use the computer related system and accurately check and modify their work hours including overtimes, vacation, personal sick etc.
- Entered new hires into the payroll system, posted changes in pay and miscellaneous changes, create and maintain files and folders.
- Responsible for the reimbursements and industrial injury compensation of all the employees: including filling out related forms of 118 and 101 and record into computer system.
- Scanned time sheets records into computer system for all employees and file the original copy, perform additional administrative tasks.

Tellus Institution, Boston MA, United States

Bookkeeper

June 2012 to December 2012

- Monitored and recorded company's expenditures and income, also be responsibility of administrative assistants. Aside from storing, organizing and managing files.
- Accurately recorded all daily financial transactions of a business in a consistent manner including recording invoices, ensuring payments were received from clients and processing them to debt collection if required, ordering and matching against invoices that were received from suppliers.
- Printed checks for vendors and made deposits from customers. Verified time sheets for employees. Processed payroll bimonthly using Excel and performed bank reconciliation monthly, recorded all transactions into Quick books.
- Verified purchase orders. Filed original documents in an orderly manner and referenced to the accounts so that a single document can be found quickly.

District Urban Planning and Management Bureau, Sichuan, China

Accounting Assistant

July 2007 to September 2009

- Maintained and made adjustments to various records, logged journals, payroll, or property records.
- Posted debits/credits to account, balanced entries and made necessary corrections.
- Verified statements items, reconciled bank statements. Prepared or checked invoices, requisitions and other documents for processing, complied routing numerical information for reporting purposes.

SKILLS & INTERESTS

- *Accounting Applications:* Quick Books, Yongyou
- *MS Office Applications:* Word, Excel, Power Point, Microsoft Project
- *Language:* Mandarin