

## Education

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### Temple University

Bachelor of Science in Business Administration

Concentrations: Accounting

### Community College of Philadelphia

Associate in Arts

Concentrations: Accounting

**Graduation Fall 2013**

**GPA: 3.44**

## Experience

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### Margot & Camille Optique

**September 2013 to January**

#### Intern as Accounting Assistant

- Enter daily transactions by Peachtree Program
  - Create invoices for inventory.
  - Enter each purchased and sold item.
- Classify receipts into cash or credit card
  - Identify the types of expenses transactions and record them into different accounts.
  - Reconcile the amount on receipts and amount in Peachtree Program.
  - Record customers' names and products that they bought into Peachtree Program to help employees understand customers' demand.

### Community College of Philadelphia

#### Work-study as Accounting Assistant at Payroll

**September 2012 to March 2013**

- Created Entry books and files:
  - Prepared files ahead of time so managers could use them anytime.
  - Bookmarked the entry books with dates and colors which would enable the managers to find the current book easily.
- Edited documents:
  - Sorted documents which staffs could find the needed information effectively and accurately.
  - Re-organized and boxed the old documents that were ready to be filed offsite.
  - Documented and labeled boxes correctly to make the file process smoothly.
- Recorded daily entries by Excel:
  - Organized and sorted all daily entry documentations into their bins respectively.
  - Recorded entries into excel and gave them to managers to sign off.
  - Printed and collected daily into entry book according to the date and type.
  - Communicated with managers effectively with any issues while processing entries.

## Skills

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- Microsoft Office: Word, PowerPoint, and Excel
- Language: Fluent Chinese in Mandarin

## Honors and Awards

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- Member of Alpha Beta Gamma organization **2012 - Present**
- PICPA, Pennsylvania Institute of Certified Public Accountants, member **2012 - Present**

