

Haitao Huang

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EDUCATION

TEMPLE UNIVERSITY, The Fox School of Business, Philadelphia, PA

Master of Science, IT Auditing & CyberSecurity, Expected Graduation: August 2018

- Member of ISACA Philadelphia Chapter

TEMPLE UNIVERSITY, The Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Accounting, August 2016

- Awards: Dean's List: Spring 2014, Fall 2015, Cum Laude Graduation: August 2016

EXPERIENCE

D&R BUILDER 360, Philadelphia, PA

July 2017 - August 2017

Accounting Assistant/Office Clerk

- Assisted accountant with bookkeeping in a construction management firm serving 80+ general contractors
- Reviewed accounts receivable and posted adjustment on QuickBooks, communicated with customers regarding updates and scheduled payments
- Assisted customers applying for construction inspections and permits from municipal government, ensured customers received permits in time
- Operated and maintained two plan printers, researched and identified cost-effective maintenance solutions

SINA.COM, Philadelphia, PA

September 2015 – March 2016

Sport Journalist

- Wrote articles about Philadelphia 76ers 41 home games for one of top 4 Chinese web portals
- Interviewed NBA players, coaches, and staffs before and after each game to collect game insights
- Reviewed team-related comments on Sina NBA weibo channel with 5 million subscribers, explored most concerned topics from subscribers
- Informed Sina NBA department about announcements from Philadelphia 76ers PR office

ACTIVITIES

Campaign for Working Families, Philadelphia, PA

January 2015 – April 2015

Tax Volunteer

- Helped low and moderate-income families and individual in annual tax return preparation
- Conducted intake interviews to gather basic taxpayer information
- Ensured taxpayers receive maximum amount of deductions and allowable credits
- Prepared high quality tax returns using intake forms and electronic filing system
- Discovered deductions leading to refunds up to \$2,500 for taxpayer

SKILLS & LANGUAGES

- Mandarin - native
- English – fluent
- Quickbooks Pro
- Python 3.6