

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: Dec 2015**

**Major: Accounting / Minor: MIS**

GPA: 3.75

Dean's List, Fall 2012— Present

*Anticipated Graduate Program: MAcc, Expected Graduation: August 2017*

#### ACTIVITIES & AWARDS:

- Candidate, Beta Alpha Psi, 2013-Present
- Volunteer, Chinese tutor, Fall 2012 —Aug 2014
- Recipient, Temple University International students' scholarship, 2012—2013

EXPERIENCE: THE PEOPLE'S BANK OF CHINA, China December 2012–January 2013

#### **Accounting Assistant, Accounting Department**

- Assisted 20 accountants at the central bank of China with daily operations including providing administrative support.
- Translated updated regulations based on the Big Four's websites into Chinese every day and made a report and presentation to the head of accounting department.
- Organized and split 25 staffs' reimbursement bills by categories for various departments.

DOUBLEQUEENS PURCHASING AGENT, USA-China May 2014—Present

#### **Owner of Online Shop**

- Generated more than ¥8500 net profit with my two part-time employees in the Chinese largest online shopping website.
- Designed the whole online shop webpage which included more than 65 fully described skincare products.
- Created own customers and products database by using Excel and Access. which contains 1000+ data.
- Helped solving at least 65 customers' questions and found their suitable skincare products who left 21 comments with all 5 star for satisfy.

#### SKILLS & LANGUAGES:

- Microsoft Office, Google Docs, and Google Drive.
- Entity-relationship Diagram and My SQL.
- Dreamweaver.
- Trained CAIS Computerized Accounting Information System, 2011
- China Accounting Professional Certificate, 2011—2012
- Chinese— Native