

RYU TAKATSUKI

ryu.takatsuki@temple.edu

Philadelphia | PA | 19130 | 267.847.3490

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Master of Science, IT Auditing & Cyber Security, to be awarded August 2019

Selected coursework:

- IT Audit Process
- IT Governance
- Enterprise Architecture for IT Auditor
- Protection of Information Asset

Bachelor of Business Administration, awarded August 2018

Major: Accounting

GPA: 3.6 | Major GPA: 3.95

Dean's List: Fall 2016 – August 2018

ACTIVITIES: Member, Ascend, September 2016 - present
Director, Community Outreach, Ascend, August 2017 - June 2018
Member, Beta Alpha Psi, September 2017 - September 2018
EY Emerging Leaders Program Boot Camp, January 2017
Japanese Tutor, Shirokane-no-oka Elementary and Junior High Schools, 2015 - 2016

EXPERIENCE: INTERNATIONAL STUDENT AND SCHOLARS SERVICES, Philadelphia, PA
Senior Office Assistant May 2017 - present

- Provide front desk administrative support by answering students' questions regarding immigration issues and international student educational regulations.
- Assist three advisors with preparing and reviewing I-20 forms of incoming international students for accuracy.
- Analyze 3000+ international students' data with MS Access and Excel, to conduct annual international student survey for Temple University

THE CAMPAIGN FOR WORKING FAMILIES, Philadelphia, PA

VITA-Certified Tax Preparer Volunteer February 2017 - April 2017

- Served as a VITA volunteer in Center City Supersite for tax filling season 2017.
- Provided tax return services by using IRS references tools and TaxSlayer to prepare 1040 tax returns for low-to-moderate income taxpayers.
- Interviewed clients to obtain additional information on deductible expenses and taxable income.

TEEYOO INFORMATION TECHNOLOGY CO., LTD., Tianjin, China

Accounting Intern Summer 2016

- Posted journal entries for a service company, selling internet currency to clients.
- Issued 15 purchase invoices per day, after clients paid service fee, calculated amount of payment and invoice, and verified consistency.
- Arranged bank receipts and accounting vouchers in preparation for the month end accounting reporting.

SKILLS & LANGUAGES:

- Microsoft Word, PowerPoint, Excel, Outlook - proficiency
- Mandarin Chinese - Native language
- Japanese - Advanced