

# Rouying Tang

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## EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Master of Science** *Expected Graduation: December 2018*  
**Major: Management Information System--IT Auditing & Cyber Security**  
GPA: 3.8

### *Selected Courses:*

IT Governance Business Skills for the IT Auditor  
Enterprise Architecture for IT Auditors  
Protection of Information Assets

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration** *Graduation: May 2017*  
**Major: Accounting Minor: Finance**  
GPA: 3.16

## ACTIVITIES & AWARDS:

ITACS Scholarship, 2018  
VITA/TCE Certification, 2017  
Outstanding Youth Volunteer of Minjiang University, 2013  
Third-class Academic scholarship in Minjian University, 2013  
Member of Red Cross Society of Fujian, China, 2012

## EXPERIENCE:

Volunteer Income Tax Assistance (VITA) Program, Philadelphia, Pennsylvania  
**Tax Preparer** February 2017 – April 2017

- Consulted with consumers to analyze the tax services they needed, answered their questions, familiarized myself with their requirements, and notified of their responsibilities for our services
- Performed the tax preparations through VITA electric tax tools or through forms filed flexibly depended on consumer's situations and needs and tax policy adjusts
- Presented the follow-up guidance for consumers to finishing their tax reports

The Reader Association of Minjiang University, Fuzhou, Fujian  
**Manager, Planning Department** Fall 2013 – Spring 2014

- Utilized and adopted electric tools: virtual meetings, WeChat group, and official social account within the organization to promote efficient communication
- Assisted with the documents planning and distributed them to appropriate team members
- Updated and efficiently documented processes for future members

## SKILLS & LANGUAGES:

- HTML, CSS, JavaScript, Python, MySQL
- Virtual Machine: MS Azure local and cloud based
- Microsoft Word, Excel, PowerPoint, Access
- Chinese - native, English - fluent, Japanese – conversational
- People's Republic of China Certificate of Accounting Profession