

First Last

[Address]
[Phone number] / [email]
[linkedin]

EDUCATION

Master of Business Administration, Accounting Concentration Decent State University	GPA 3.7	Jan 2017
Bachelor of Management Science, Accounting Regional University in China		Jul 2013

SKILLS

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- Native fluency in Chinese
 - Microsoft Word, Excel and PowerPoint; Oracle; AS/400
 - GAAP, Accounts Receivable, Accounts Payable, General Accounting

EXPERIENCE

Chinese utility company Accountant , Part Time Volunteer (Remote)	Big City, China Oct 2018 – Apr 2019
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- Assisted in centralizing and performing company's Accounts Payable functions
- Supported the preparation, review and analysis of end-of-month closing and financial statement
- Prepared and analyzed sales and gross profit reports for tracking and payment of sales commissions
- Reviewed, entered, and processed all reoccurring bills in a timely manner
- Processed journal entries and performed corrections to ensure accurate records

Big Distributing Company [Staffing Company 1] Cash Application Representative	Another Big City, State USA Jul - Nov 2017
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- Reviewed and processed over 600 payments weekly, based on remittance information from bank and vendors
- Reconciled vendor statements by researching and correcting discrepancies; worked with various departments to resolve any purchasing, receipt, or payment disputes
- Reviewed credit balances, refunds, adjustments, and claim denials; reconciled, corrected and applied adjustments to billing records
- Performed intercompany fund transactions for East and West divisions of company
- Provided administrative support by retrieving invoice copies, proofs of delivery, deduction backups from vendor portals

Auto Company [Staffing Company 2] Accounting Clerk	Place, MA USA May – Jul 2017
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- Entered more than 8,000 mail or electronic invoices into Oracle accounting system with nearly zero errors each month
- Charged expenses to accounts by analyzing, reviewing, correcting, and reentering invoices and expense reports
- Performed accounts payable tasks, including account reconciliation, invoice tracking and processing, and reporting
- Investigated and resolved problems associated with processing of invoices and purchase orders; reconciled various accounts by identifying errors in posting or omission by applying appropriate accounting standards

Regional telecom company Junior Accountant	Big City, China Mar 2013 – May 2014, May – Aug 2015
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- Created financial reports and supported all areas of responsibility within a three-person finance team of regional telecommunications company
- Performed accounts receivable duties including invoicing, researching chargebacks, discrepancies and reconciliations
- Maintained accounting ledgers by verifying and posting account transactions into the accounting system
- Communicated and resolved disputes with clients regarding outstanding invoices, payments, and adjustments
- Assisted in month and quarter closing, and generated period end reports

Chinese Bank 1 Assistant Manager (Internship)	Big City, China Nov 2012 – Feb 2013
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- Developed financial plans for individual clients
- Responded to customer issues in a timely manner
- Recognized as the most successful employee tasked with obtaining new customer enrollment in bank products

Chinese Bank 2**Bigger City, China****Assistant Project Manager (Internship)****May 2012**

- Interacted with customers and assisted them with their inquiries
- Handled project paperwork, coordinated cross-departmental meetings, and prepared meeting PowerPoints

Chinese Bank 3**Big City, China****Assistant Manager (Internship)****Jul – Aug 2011**

- Developed and cultivated relationships with bank customers to promote sales of bank products and services
- Applied knowledge of bank's products and services to advise customers of appropriate financial solutions

Chinese Education Organization**Big City, China****Assistant (Internship)****Jul – Aug 2010**

- Designed and managed a Microsoft Excel matrix to help teachers realign teaching priorities
- Lead a team of eight assistants responsible for ensuring students' facilities were properly provided and prepared
- Assisted the educators and chief administrators in developing and implementing academic plans and policies