

ACHIEVEMENTS

- CPA Track (BEC; FAR; REG exams passed)
- Passed 13/14 Parts of ACCA Exam (the Association of Chartered Certified Accountants)
- FRM (Financial Risk Manager) Part 1 Candidate
- IRS Certificate recognizing outstanding public contribution to VITA Program

EDUCATION

ST. JOHN'S UNIVERSITY, The Peter J Tobin College of Business New York, NY
Master of Science, Enterprise Risk Management GPA 3.6 2015-2016
St. John's the school of Risk Management full Tuition scholarship
Relevant Coursework: Enterprise Risk Management, Financial Management, Risk Management Method

FORDHAM UNIVERSITY, Graduate School of Business New York, NY
Master of Science, Accounting 2012-2014
Graduate Assistant in International Student Office Department
Relevant Coursework: Audit, Internal Reporting, Financial Statement Analysis, Individual & Corp Tax, Modern Finance Principle

DONGBEI UNIVERSITY OF FINANCE AND ECONOMICS Dalian, China
Bachelor of Management, International Accounting 2008-2012
Vice President of Student Association of Career Service office
Relevant Coursework: UK Auditing & Taxation, Corporate reporting, Business Analysis, Advanced Financial Management

EXPERIENCE

Schwartz & Company, LLP New York, NY
Staff Accountant May – Aug. 2016

- Work with a team of Supervisor and Senior Accountants on specific projects, especially on Intercompany daily bill posting and bank reconciliation. Also take responsibility of entity group cash reports twice per week.
- Proficiency in using QuickBooks, NetSuite and PropertyWare, ProSystem, PX tax and engagement program.
- Helping clients evaluating involved companies in the transaction such as in an acquisition by using comprehensive knowledge of long term and short-term nuances of accounting principles. Participate in monthly close ensuring monthly financial statements.

Fareportal, Inc. (CheapOair) New York, NY
Accountant, Finance Department Mar. 2014 – May. 2015

- Worked within fast paced, dynamic high tech multinational company environment using ERP (Microsoft Dynamics) and QuickBooks accounting system. Responsible for day-to-day accounting operations in the Finance Department. Recorded journal entries, including A/P and cooperate with invoice approval. Updated administrative expense schedules such as rent, legal and payroll expense contracts and lease agreements, successfully reduced monthly outstanding invoices by 10%.
- Coordinated with Senior VP in IT Department by generating 2015 IT budget and company software and license analysis reports, using professional accounting and information technology knowledge especially GAAP principles assisted with preparation of cash budget and annual forecast analysis.
- Worked on Fixed Asset management by conducting Fixed Asset, maintaining Fixed Asset ledger and asset reconciliation including 5 subsidiaries using accounting software. Assisted with maintenance of Microsoft Dynamics software system.
- Assisted controller with monthly and quarterly financial statements preparation and bank reconciliations.
- Helped with the day-to-day operations such as internal allocation recording and assisted with projects to maintain an organized account process, assisted in documentation and monitoring of internal control, coordinate with external auditors from Ernest & Young finalized year end auditing by providing 2014 schedules and other invoices and payment confirmation.

UNITED NATIONS Field Budget and Finance Division New York, NY
Financial Analyst, Finance Jun.-Oct. 2013

- Analyzed and reconciled financial data, built reconciled database using Microsoft Excel and Pivot Table and Access.
- Created consolidated report and develop Excel spreadsheet on 2014 Contingent Owned Equipment schedule for all Members countries; prepared presentation and annotated agenda for the Conference on Contingent-Owned Equipment.
- Coordinated with representatives of UN member conducting in-depth data validation.

New York Cares New York, NY
Tax Preparer Volunteer (Volunteer Income Tax Assistant Program) Jan.-April. 2013

- Interviewed with individuals to complete tax returns, responding to inquires and providing tax planning suggestions.
- Prepared over 80 Tax Returns independently using tax regulations and business law knowledge.
- Received IRS VITA Outstanding Performance Certificate because of outstanding performance.

SKILLS

- Professional Skills: Auditing, Risk Management, Data Analyst, good knowledge of IFRS; GAAP; COSO; ISO Principles
- Language: English, Mandarin, Japanese
- Computer: Fund EZ, Tax Wise, Netsuite, Quick Books, Propertyware, Microsoft Dynamic AX (ERP), Excel (V-Lookup, Sum-if, Pivot Table), SAS, Bloomberg Market Concepts, Access, Right Networks, Bill.com, Expensify