

ENTRY-LEVEL ACCOUNTANT

Financial Accounting ■ Teamwork & Collaboration ■ Internship Experience

Industrious and detail-oriented individual with a strong knowledge of accounting concepts and principles allied to hands-on practical internship experience gained in a dynamic corporate environment. Demonstrated expertise in preparing financial statements manually and electronically, conducting SWOT & ratio analysis on real-world businesses, and recording AP/AR transactions. Effective communicator with strong verbal, written, and interpersonal skills and expertise in collaborating effectively with cross-functional teams. Proven ability to learn new concepts and processes quickly and effectively. Bilingual in English and Mandarin. Strong computer skills.

Areas of Expertise:

- Account Reconciliation
- SWOT & Ratio Analysis
- Make/Adjust Journal Entries
- Financial Statement Preparation
- Recording AP & AR Transactions
- Create Creditor/Debtor Schedules
- Internal Controls Improvement
- Bank Statement Reconciliation
- Office/Business Administration

EDUCATION

- **CPA Professional Education Program Student** – Chartered Professional Accountants of British Columbia (October 2013 to Present)
- **Bachelor of Commerce (Double Degree: Finance & Accounting)** – University of Northern British Columbia (May 2012)

— *Self-motivated and dedicated Certified Professional Accountant (CPA) student with a proven ability to perform a detailed financial analysis and review of real-world businesses and designated case studies* —

INTERNSHIP

CHINA CONSTRUCTION BANK Bookkeeper (Intern)

Jan 2013 to May 2013
Chenjiang, Yunnan, China

- Provided strong operational support to staff in the management of junior accounting duties for the branch, which included: reconciling designated accounts, verifying invoices against source documents, transferring data to the general ledger, investigating discrepancies, and maintaining records of financial transactions.

UNIVERSITY PROJECTS & CASE STUDIES

Financial Analysis of TiVo Company

- Contributed to the analysis of pertinent financial data, described the challenge of the business environment, evaluated the corporate strategy, and provided recommendations to the company. Created a detailed SWOT analysis and conducted a ratio analysis of the corporate financial performance for the most recent 3 years.

Accounting Analysis of Farrell's Furniture (Case Study)

- Performed a case study on a company ready to switch from cash accounting systems to an accrual accounting system. Set-up debtor and creditor accounts, recorded AP/AR transactions, posted payments to the general ledger, created schedules for creditors/debtors, recorded payments to creditors and receipts from debtors.

Bookkeeping for UNBC's Corner Store

- Participated as part of a team to create financial statements manually and electronically, present recommendations for the improvement of internal controls (segregation of duties), create supplier/customer lists, and make/adjust journal entries.

Accounting Advice for Small Business (Case Study)

- Set-up petty cash journal, provided recommendations on the improvement of internal controls, created creditor/debtor schedules, and reconciled bank statements.

WORK EXPERIENCE

Server - Great Wall Restaurant, Prince George, BC (August 2012-December 2012)

- Utilized outstanding interpersonal skills to cultivate rapport with customers, accurately take orders, and ensure the delivery of outstanding service at all times.

Cashier – Shanghai Express, Prince George, BC (April 2009-December 2009)

- Performed a variety of duties, to include: processing cash, debit, and credit card transactions; manual bookkeeping; summarizing daily transactions, and matching payments received with invoices to identify discrepancies.

VOLUNTEER EXPERIENCE

Administrative Assistant - Landmark Education, Prince George, BC (September 2013-November 2013)

- Organized workshop materials, assisted with registrations and data entry, and provided assistance to clients via telephone.

ESL Teacher – Nepal Volunteer Council (July 2011-August 2011)

- Engaged as an ESL teacher at an elementary school in Kathmandu, Nepal, and worked at an orphanage to help them build a library for orphans.

COMPUTER SKILLS

- MS Word, Excel Outlook, Access, QuickBooks, and Simply Accounting.

REFERENCES

- Available upon request.