Accounting Graduate – Entry Level

**Name**

**Address, City/Town, State Zip Code, Email Address**

# EDUCATION

**STONY BROOK UNIVERSITY, Stony Brook, NY**

MBA in Accounting – 3.73 GPA Expected Dec. 2015

* CPA Eligible (150 credits) by June 2015

B.A. in Psychology, Accounting Minor

* Graduated Cum Laude

Ascend, Inc., New York, NY

# EXPERIENCE

May 2014

**Accounting & Administrative Intern** 7/2014 – Present

* Process accounts receivables by generating invoices and entering receipts on QuickBooks for Ascend’s signature programs and sponsorship packages
* Manage accounts payables by processing bills and submitting them for approval on Huddle
* Conduct monthly bank reconciliations on QuickBooks for multiple national and local chapter accounts
* Assist accounting manager with collecting and preparing documentations for the external auditor
* Assist accounting manager with accounts receivable collections

**Convention & Administrative Intern** 5/2014 – 9/2014

* Assist the convention manager and associate with intensive planning for the annual national convention
* Operate Ascend’s database system by organizing membership accounts and sending bulk email blasts
* Manage the Ascend job portal by posting jobs, and collecting and distributing resumes to recruiters
* Collect and process paperwork for Ascend's student chapters, located in 30 colleges nationwide

Roth Regatta Café featuring Red Mango, Stony Brook, NY

**Student Manager** 1/2013 – 3/2014

* + Supervised up to 3 crew members in student-run café while greeting and taking customer orders
  + Handled cash, credit, gift cards and reward cards when operating cash registers
  + Organized and restocked over 20 high demand products

**Summer & Fall Panelist** 6/2013 – 1/2014

* + Established and maintained communication methods among student managers and crew members
  + Revised and updated multiple employee manuals for student café
  + Designed a semiannual training program for new student employees

# LEADERSHIP EXPERIENCE

Stony Brook University Accounting Society

**Co-Founder & Secretary** 5/2014 – Present

* + Collaborate with 14 other co-founders to create the Accounting Society chapter bylaws
  + Record and distribute minutes to executive board members after each meeting

Golden Key International Honour Society

**Treasurer** 11/2013 – Present

* + Budget-plan operating funds for the academic year with the help of two campus advisors
  + Manage Golden Key’s billhighway.com account

# SKILLS

* Analytical, Organized, Detail-Oriented, Communication and Teamwork Proficient in QuickBooks, Microsoft Word, PowerPoint, Excel & Google Docs Basic Knowledge in Adobe Photoshop, Publisher, Illustrator, InDesign & Flash Proficient in Cantonese; Conversational in Mandarin

