

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

May 2014

- Graduated Cum Laude

EXPERIENCE

Ascend, Inc., New York, NY

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

