

## **OBJECTIVE**

Full-time accounting or tax related position

## **EDUCATION**

Western Connecticut State University, Danbury, CT

Bachelor of Business Administration

Major: Financial Accounting GPA: 3.94

Expected Graduation: May 2012

150 credits upon graduation

Shenzhen Polytechnic, Shenzhen, P.R. China

3-year Associate Degree of Business Administration (1999 – 2002)

Major: Business & English

## **SCHOLARSHIPS**

- Recipient of Macricostas Family Scholarship (2010 – 2011)
- Recipient of Mitsubishi Bank Tokyo Scholarship (2000 – 2001)

## **WORK EXPERIENCE**

**Part-time Circulation Assistant (2008 – present) – Kent Memorial Library, Kent, CT**

- Provide customer service to patrons
- Handle book circulation

**Full-time Executive Assistant/Translator (2002-2003) – Materise Development Ltd, Shenzhen, China**

- Engaged in finding new clients
- Communicated with existing clients, product suppliers and shipping agent
- Processed contracts – pricing, communication, document preparation and translation

## **VOLUNTEERING EXPERIENCE**

Circulation Assistant – Kent Memorial Library (2007 – 2009)

## **COMPUTER SKILLS**

- Integrated Accounting
- Microsoft Word, Excel, PowerPoint

## **LANGUAGE SKILLS**

Fluent in English, Mandarin Chinese, Cantonese, Hakka

## **MEMBERSHIPS**

- American Institute of Certified Public Accountants
- Connecticut Society of Certified Public Accountants

## **REFERENCES FURNISHED PER REQUEST**