

Full Name

00000 First Street, Tyson's Corner VA 22182
703-555-5555
example@example.com

CERTIFICATION

CPA – Certified Public Accountant, California Board of Accountancy, 2013

PROFESSIONAL EXPERIENCE

PRICEWATERHOUSE COOPERS, McLean VA

Senior Audit Associate September 2010 – Present

- Prepared time and cost budgets, planned and conducted audit preparation, served as liaison during all audit phases
- Supervised and organized a team of 3 to 4 junior associates to resolve problems and achieve reporting deadline
- Conducted client interviews and led internal meetings to facilitate effective and efficient audit planning and execution
- Communicated with client and proactively sought for timely feedback for improvement in order to maximize client satisfaction
- Performed risk assessments, data analytics and financial review for over 20 projects. Compiled and presented audit findings and suggested practical business improvement

UNCLE CHEN'S RESTAURANTS LLC (HEALTHY FAST FOOD CHAIN), Berkeley, CA

Financial Analyst Intern September 2008 – December 2008

- Analyzed inventory cost averaging US\$8,000 per month in order to minimize food cost and maximize profit
- Evaluated monthly sales report averaging US\$50,000 per month and presented findings to the manager for management decisions
- Forecasted monthly budget to adjust labor schedule and ordering of daily food supply in order to manage daily logistics

Marketing Intern June 2008 – September 2008

- Generated publicity for restaurant grand opening via traditional media including newspaper and magazines
- Drafted health and wellness blog and managed monthly newsletter to improve community interaction
- Worked in a team environment to promote grassroots community awareness by organizing health and wellness activities
- Aggregated contact information of over 1000 new customers for a more efficient contact list

ACTIVITIES

BUSINESS STUDENT ASSOCIATION, UC Berkeley, CA

Treasurer Chair January 2008 – December 2008

- Prepared event budgets with a total of US\$2000 to facilitate accurate and timely financial reports
- Assisted in marketing and social events for over 200 members which improve the cohesion of the organization
- Coordinated fundraising activities and achieved a 20% increase in event funding

VOLUNTEER INCOME TAX ASSISTANCE PROGRAM , Oakland, CA

Volunteer Income Tax Assistant March 2008

- Provided pro bono tax services to low- and moderate-income families, elderly and disabled people
- Interviewed families and applied accounting skills to complete relevant tax forms

EDUCATION

UNIVERSITY OF CALIFORNIA AT BERKELEY

Bachelor of Arts in Economics, December 2009 GPA: 3.6

ADDITIONAL SKILLS

Proficient in English, Mandarin, Microsoft Word, PowerPoint, Excel and Adobe Photoshop