**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

**V** **OLUNTEER INCOME T** **AX 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