

PREFERRED FULL NAME (PERSONAL PRONOUNS)

City, State • Email • Phone Number • Updated LinkedIn URL

EDUCATION

Suffolk University, Sawyer Business School

Bachelor of Science in Business Administration Degree

Major: Accounting; Minor: International Business; GPA: 3.7

Honors: Dean's List; SBS Accounting Faculty Term Scholarship Recipient

Study Abroad: **Suffolk University Madrid Campus**, Madrid, Spain

Boston, MA

September 2017–May 2021

Spring 2019

Bunker Hill Community College

Associate of Science Degree

Major: Accounting; GPA: 3.8

Honors: Commonwealth Honors Program; Dean's List

Boston, MA

September 2015–May 2017

ACADEMIC COURSES

- Federal Taxation; Intermediate Accounting I & II; Cost Accounting; Accounting Theory & Practice
- Financial Reporting & Analysis; Global Business Ethics

RELATED EXPERIENCE

MassHousing

Treasury Department Intern

- Calculated prepayments and payoff dates for loans in order to maintain accurate records
- Analyzed Affordable Housing Trust loan advances
- Updated vendor payment information using Excel; thoroughly documented all transactions

Boston, MA

June 2018–August 2018

Suffolk University Free Tax Prep Center

Volunteer Tax Preparer

- Attended 10 hours of training; passed certification exams for resident and nonresident tax return preparation
- Prepared tax returns using TaxWise software for nonresident, low-income, and veteran taxpayers
- Interviewed clients to gather financial, tax, and health care information
- Explained tax return results to clients and answered questions related to taxes owed or refund due
- Assisted fellow volunteers during busy times; provided encouragement and support

Boston, MA

January 2017–April 2017

WORK EXPERIENCE

Starbucks

Customer Service Representative

- Recorded customer orders; accurately prepared food and beverage items as requested
- Processed payments through cash, credit card, and mobile application transactions

Boston, MA

September 2015–June 2017

VOLUNTEER AND LEADERSHIP EXPERIENCE

Saint Francis House

Volunteer

- Prepare and serve meals for homeless guests; provide companionship and engage in conversations

Boston, MA

December 2018–Present

Suffolk University Student Government Association

Class Senator

- Represent class of 2021 at meetings; communicate concerns and issues of interest to student body
- Coordinate two university-wide social events each semester resulting in increased student engagement on campus

Boston, MA

September 2017–Present

SKILLS

Proficient in: TaxWise, Microsoft Office Suite, Intermediate Excel, Windows and Mac operating systems

Knowledge of: CCH Axcess, RIA Checkpoint, Bloomberg, Adobe Photoshop, Canva

Languages: Fluent in Mandarin and Cantonese