

MINGZHU “KAREN” YANG

123 Somewhere Lane, Springfield, MO 65807 • myang@email.com • (417) 555-1234

EDUCATION

Bachelor of Science in Accounting

Expected Graduation: May 20xx

Missouri State University - Springfield, MO

- GPA: 3.67/4.0

Associate of Art in General Studies

Graduated: May 20xx

Missouri State University/Liaoning Normal University - Dalian, China

- GPA: 3.92/4.0

PROFESSIONAL EXPERIENCE

Volunteer Income Tax Assistant (VITA)

January 20xx–May 20xx

Missouri Missouri State University - Springfield, MO

- Prepared individual income taxes for low-income families and international students
- Utilized TaxWise software to prepare and electronically file income taxes
- Reviewed the work of fellow volunteers for accuracy

Nail Technician

March 20xx–May 20xx

Lian Xing Nail Shop - Dalian, Liaoning

- Designed and maintained nail shop's balance sheet, income statement, and closing entries
- Promoted nail services and product sales to customers
- Maintained a clean, neat workstation and completed necessary paperwork for each session
- Pursued knowledge of current manicure and pedicure techniques and styles

Hourly Shift Manager

April 20xx–August 20xx

McDonald's - Dalian, China

- Reconciled and verified bank deposits, controlling P&L issues and recording daily sales on cash sheets while assisting the General Manager with financial activities
- Supervised up to 12 crewmembers during day shift and effectively delegated responsibilities based upon store needs and employee skill set
- Facilitated system and safety training for new and current employees to help General Manager

COMPUTER AND LANGUAGE SKILLS

- *Accounting Software:* TaxWise, Peachtree, and QuickBooks
- *Microsoft Office:* Word, Excel, Access, PowerPoint, Outlook
- Proficient in oral and written communication in both English and Chinese

ACTIVITIES

Accounting Club - Missouri State University

September 20xx–Present

- Receive recognition as "Gold Chapter" from the Institute of Management Accountants
- Participate in developmental events such as guest speaker presentations, field trips, other professional activities

Beta Alpha Psi (BAP) - Missouri State University

September 20xx–Present

Honor Society for financial professionals

- Host events like the 20xx Missouri Valley Regional BAP meeting in Omaha, NE
- Interact and network with accounting and finance students, faculty, and professionals