

Business Resume Examples

This line only for Accounting majors intending to do the MAcc

Wenfei (Susan) Zhou

2001 West Sixth Street • Lawrence, Kansas 66044
(785) 862-2222 • wsz@ku.edu

EDUCATION

The University of Kansas
Bachelor of Science in Accounting & Finance
Entrepreneurship concentration
Overall GPA: 3.70, Accounting GPA: 3.83

Lawrence, Kansas
May 2014

- Intend to complete Master of Accounting
- Independently financed 80% of college expenses through scholarships and employment.

WORK EXPERIENCE

Sprint Corporation

Corporate Accounting Intern
Overland Park, Kansas
August 2013 – Present

- Conduct internal payment operations audit and cash reconciliations, prepare journal entries to correct over/short accounts. Implemented process changes to more easily identify errors moving forward.
- Researched and validated over \$430,000 of false Retail Management System shortages and prepared the necessary journal entry to reverse these shortages.
- Personally reconciled cash receipts for over 180 Sprint retail stores on a daily basis.

KU Bookstore

Sales Associate
Lawrence, Kansas
October 2012 – August 2013

- Provided fast, friendly service to customers and resolved guest concerns in a positive, helpful manner.
- Consistently exceeded company goals for new credit card registrations.
- Maintained an awareness of all promotions and advertisements.
- Created merchandise displays according to store specifications and alerted management on inventory levels.

The University of China Department of Finance

Teaching Assistant
Beijing, China
September 2011 – August 2012

- Conducted research under the direction of finance faculty on companies for inclusion in portfolios.
- Provided guidance to faculty and students working with financial software through tutorial sessions.
- Taught two discussion sections of 20-30 students and held regular office hours.

LEADERSHIP

Chinese Club

Vice President
Lawrence, Kansas
April 2013 – Present

- Plan and facilitate weekly meetings attended by 140 active members and schedule relevant guest speakers.
- Serve as a liaison between the executive alumni board and active members of the organization.

Treasurer
August 2012 – April 2013

- Managed annual budget of \$85,000.
- Serve as liaison representative to University Senate.

ACTIVITIES / AWARDS

Beta Alpha Psi member
Church choir member
Watson Scholarship
International Student Orientation Peer Advisor

LANGUAGE SKILLS

Fluent in Chinese (Mandarin) and English; Proficient in Spanish

WORK AUTHORIZATION

U.S. Permanent Resident—fully authorized to work in the U.S.

JOE BUSINESS

2001 West Sixth Street • Lawrence, Kansas 66044 • (785) 555-7856 • jbusiness@ku.edu

EDUCATION

The University of Kansas

Bachelor of Science, Marketing
International Business and Chinese Concentration
Overall GPA: 3.85; Marketing GPA: 3.92

Lawrence, KS
May 2013

Study Abroad: Consortium of Universities for International Studies

Paderno del Grappa, Italy
Fall Semester 2011

EXPERIENCE

Microsoft

Account Team Associate
Manage approximately \$600,000 in sales

- Supervise 4 account interns and provide actionable feedback to help them improve professionally
- Conduct market analysis for new products and design tactics to combat competitive threats

Account Intern

Partnership with sales and support staff to manage key accounts

- Met or exceeded sales quota every month; increased personal sales by 12% over summer 2012
- Developed and presented a targeted marketing strategy to the Vice President of Marketing which was used in a print ad campaign for 2 years
- Built solid customer relationships and acted as point person for customer questions and concerns

The University of Kansas Marketing Department

Teaching Assistant for MKTG 101: Introduction to Marketing

- Conducted research under the direction of marketing faculty on significant events affecting a consumer behavior which was used in course lectures
- Led a weekly discussion class of 25 students
- Held office hours and answered questions for a class of 50
- Graded student exams and homework; maintained records of students' performance using Excel

Jay's Bar and Grill

Server / Trainer

- Maintained high standards of customer service and built loyal clientele in a fast-paced environment
- Trained new servers on restaurant procedures and serving strategies
- Assisted team members with serving when needed and aided manager with ordering inventory
- Resolved complaints promptly and professionally
- Followed company and state guidelines for safe food preparation, assembly, and presentation

ACTIVITIES & HONORS

KU Marketing Club

- Treasurer—elected 2 years in a row by peers to manage a \$5,000 budget
- Honor Roll

Big Brothers Big Sisters

Strickland Memorial Scholarship

KU Leadership Challenge Participant

- Selected as 1 of 40 business students to attend this leadership conference with a 20% admission rate

LANGUAGE SKILLS

Fluent in Spanish