

Xue Wang (Shirley)

U.S. Permanent Resident
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SUMMARY

- Pro-active, fast-learning accounting contractor with experience in General Accounting, Account Payable, Account Receivable, Customer Communication and Administrative Duties in Travelzoo headquarter which is a public global internet media company based on US.
- Highly organized, detail-oriented and dedicated self-starter who meets project deadlines, while performing multiple tasks within fast paced environment.

SKILLS

- Account payable,
- Account receivable
- Sage ERP Accpac
- Oracle ERP
- Microsoft Excel (V-lookup and Pivot table)
- Microsoft Office Outlook
- Microsoft Office Word
- QuickBooks
- Concur
- Lacerte
- Bilingual: English, Chinese (Mandarin)
- Document control
- Invoice management
- Detail-oriented

EXPERIENCE

Accountant, University of Central Florida

05/2017-Current

Department of Industrial Engineering and Management Systems (IEMS)

- Budget preparation and analysis
- Reconciling C&G financials
- Completing ID transfers
- Working with Principal Investigators on C&G accounts
- Reconciliation of procurement card purchases, requisitions and purchase orders
- Maintain department asset in Surplus system
- Monitor Student Work Study working hours and payroll

Account Payable Specialist, Travelzoo**03/2015-05/2016**

- Manage full cycle account payable of big volume invoices (2K+) for US and Canada companies weekly. Ensure timely review of invoices by Vice President in Finance and NA Controller. Process large amount of payments with different payment terms for both US and Canada companies.
- Prepare account receivable report and invoice for both US and Canada entertainment weekly deals. Create mock invoice and Credit Note by request from customer and sales department. Validate account receivable invoice provided by sales person. Reply promptly to questions about invoices from customers and sales department.
- Process and reconcile company credit card bank statements for employee travel expenses and office supply expenses monthly.
- Prepare account payable invoice and compile supporting receipts for company credit card activities.
- Administrate W-9 forms for new vendor and existed vendors.
- Prepare invoices by CONCUR Travel and Expense system.
- Communicate with client service department and customers about questions related to working responsibility.
- Help reconciliations in every month-end close.
- Assist in audit requests from internal and external auditors in every quarter-end close.
- Assist in month-end close activities including posting of journal entries and maintaining of accounting schedules.
- Manage the tracking of Canada checks and US payroll checks.
- Assist with special projects as needed.

Tax Assistant, Tax-Aid**12/2014 – 04/2015**

- File individual tax returns for limit-income families using Leccrate.
- Provide client-based tax counseling for limit-income families

EDUCATION**California State University, East Bay****2013 – 2014**

- Master of Science in Accountancy
Beta Gamma Sigma lifetime member

GPA: 3.7/4.0

Beijing Normal University Zhuhai, China**2004 – 2008**

- Bachelor of Arts in Chinese Language and Literature
- Bachelor of Science in Applied Psychology