

[NAME]

[phone number] [email]

[address]

EDUCATION

ABC University

BA in Finance

BA in Accounting

- GPA: 3.XX/4.0 with Presidential Awards *X (top 5% of department in semester)
- Finance courses taken: [course names]
- Accounting courses taken: [course names]

Sept. 20XX – June 20XX

Taipei, Taiwan

Taipei, Taiwan

DEF University

Undergrad Summer Visitor

- Ranked top of the class [course name] (grade: A+)
- Courses taken: [course names]

July 20XX – Aug. 20XX

[city], USA

WORK EXPERIENCE

[Auditing Firm]

[Job Position]

- Performed analytical and substantive testing procedures for financial statement audits according to [accounting standards A, B and C]
- Participated in IPO audit [details of audit]
- Identified and communicated misstatements to audit team & client across functions, proposed practical adjustments and obtained support for audit work

Sept. 20XX – Present

Shanghai, China

XYZ Company

[Job Position]

- [Job detail one]
- [Job detail two]
- [Job detail three]
- [Job detail four]

July 20XX – Mar. 20XX

[city, country]

[Auditing Firm]

[Job Position]

- Established and developed audit working papers for cash, accounts receivable and accounts payable
- Followed up bank confirmation requests and dealt with administrative affairs

Jan. 20XX – Feb. 20XX

Taipei, Taiwan

EXTRACURRICULAR ACTIVITIES

Beijing Tsinghua Winter Trip

Group Leader

- Orchestrated 8-day visit from Taiwan to Beijing; group consisted of XX students and XX professors from [university]
- Contributed to forming exchange program between [university and programme names] and [university and programme names]
- Trip inspired XX members to pursue a career in China

Nov. 20XX – Jan. 20XX

Beijing, China

[Gallery Name]

Gallery Tour Guide

- Conducted 40-minute guided tours for 50+ people in English and Chinese

June 20XX – June 20XX

Taipei, Taiwan

[Symposium Name]

Project Manager

- Hosted 2 workshops for 120+ people addressing Social Entrepreneurship

June 20XX – June 20XX

Taipei, Taiwan

SKILLS & INTERESTS

Languages: Fluent in English (TOEIC: XXX, TOEFL: XXX), Native in Mandarin and Taiwanese

Interests: Running, Chinese calligraphy