

Zach Cao
CPA

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Employment Objective:

An accounting position offering the opportunity to utilize my teaching experience, professional financial expertise, extensive business experience, and ability on a worldwide basis.

Summary of Qualifications:

- Computer skills include: Microsoft Access, Word, Excel, Powerpoint;
HTML and XML; Techplot; TurboTax.
- Proficient in English and Chinese
- Self-motivated: able to set priorities effectively and make decisions to achieve immediate and long-term goals and meet operational deadlines.
- Enthusiastic and effective team member who works well with a wide variety of people

Education:

University of Mississippi, Oxford, MS
Master of Accountancy, December 2006, GPA: 3.4/4.0

Zhejiang Gongshang University, Hangzhou, China
Bachelor of Business Administration, July 1999, GPA: 3.2/4.0

Employment

08/2017-05/2018 SOUTHEAST MISSOURI STATE UNIV.
Instructor for Economics and Finance

- Taught economics and finance classes

08/2015-05/2017 SOUTHEAST MISSOURI STATE UNIV.
Adjunct instructor for Accounting Principles

- Taught accounting principles classes

02/2009-07/2015 BLACK HILLS STATE UNIVERSITY
Senior Accountant

- Approved accounts payable
- Prepared sales tax return
- Prepared federal financial report
- Drawdown the funds from federal agents
- Prepared financial analysis for departments
- Reviewed investment reports for University Foundation

08/2007-05/2009 BLACK HILLS STATE UNIVERSITY
Adjunct Instructor for Accounting Principles

- Taught accounting principles classes

08/2005-12/2006 NATIONAL CENTER FOR PHYSICAL
ACOUSTICS AT UNIVERSITY OF MISSISSIPPI
Research Assistant

- Conducted a study to measure the sound produced by the wingbeat of red and black imported fire ants
- Recorded the data using fire-wire audio interfaces; used a high-speed camera to take simultaneous measurements
- Processed the data using “EPDIVPE3” and “TECHPLOT” software

01/2005-05/2005 MODERN LANGUAGE PROGRAM AT
UNIVERSITY OF MISSISSIPPI
Teaching Assistant

11/2001-11/2002 MATUSHITA ELECTRIC (CHINA)
LIMITED COMPANY, Shanghai, China

Sales Manager

- Developed and implemented subsidiary project-oriented financial strategies
- Provided financial overview and leadership for all major operating considerations and activities, including development of business and profit plans
- Controlled line management for all accounting, production costing, EDP, and financial functions

07/1999-10/2001 SHUAIKANG CO., LTD, Ningbo, China

Sales Assistant

- Established and maintained close relationships with sales agents, auditors, and attorneys, ensuring compliance with all regulatory bodies
- Coordinated sales effort of the staff in the Suzhou branch; supported top account executives; maintained open files to ensure greatest customer satisfaction