

Resume Sample 4

General membership in **campus activities** can be listed in the **education** section.

Consolidate information about **repeat awards** to save space.

STUDENT NAME

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Bethlehem, PA 18017

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ACCOUNTING CANDIDATE offering tax-related internship experience focused on industry, function, and risk analysis with use of Excel. Additionally experienced in developing client relationships and supporting organizational research needs. Student leader selected to oversee publicity of student union and manage exchange program.

EDUCATION

Lehigh University

Bethlehem, PA

MS, Accounting and Information Analysis, expected 2015

- Member of Toastmasters International, Lehigh University Chapter
- Member of Accounting Club and Graduate Student Senate

Shanghai International Studies University, College of English Language and Literature

Shanghai, China

BA, English Language and Literature, June 2011

- Four-time recipient of comprehensive academic scholarship, Excellent Student Leader recognition (2008-2009) & Excellent Student recognition (2008, 2009, 2010).
- GPA: 3.8/4.00 (Top 10%)

RELATED EXPERIENCE

KPMG

Shanghai, China

Summer Intern, Global Transfer Pricing, Tax

July 2013-Aug. 2013

- Collaborated with client heads of finance and tax, and managed all aspects of intercompany pricing arrangements between related parties.
- Interviewed company CFO of a major oil company and obtained insights on pricing strategy.
- Wrote and updated industry analysis reports, scrutinized related party transactions, and performed function and risk analysis to prepare Transfer Pricing Documentations for client companies.

Morgan Stanley

Shanghai, China

Assistant, RMB Fund

Feb. 2012-June 2012

- Maintained and developed investment relationships with 10 client companies.
- Helped prepare responses for all investor queries.
- Provided support to team and worked closely with front office staff to evaluate investment pipelines.

McKinsey & Company

Shanghai, China

Assistant Intern

Dec. 2010-June 2011

- Collected project-related research information from internal and external resources.
- Provided secretarial support to Partners and team members.
- Coordinated team members' interactions with other business and supporting departments.

Shanghai Municipal Foreign Affairs Office

Shanghai, China

Associate Coordinator

April 2010-Oct. 2010

- Assisted in reception of visiting state delegations and other VIP foreign guests in Shanghai.
- Made protocol arrangements for municipal leaders attending foreign affairs events.

LEADERSHIP EXPERIENCE

- Minister, Publicizing Department of undergraduate student union, Dec. 2008-Dec. 2009
- Exchange Program Manager, Association Internationale des Etudiants en Sciences Economiques et Commerciales (AIESEC), Sept. 2009-Sept. 2010
- Language Specialist Volunteer, 29th Beijing Olympic Games; interpreter volunteer, World Expo 2010