

Bing (Taylor) Wang

netid000@ucr.edu | 951-827-3631 | 900 University Ave., Riverside CA, 92521 | linkedin.com/yourname/

EDUCATION

University of California, Riverside (UCR), Riverside, CA

Bachelor of Science Business Administration, Concentration: Accounting

June 2016

- Summer Study Abroad Program, University of Queensland, Australia

June 2015 – July 2015

ACCOUNTING EXPERIENCE

Audit/Transactional Intern, UC Riverside College of Natural and Agricultural Sciences

March 2016 – June 2016

- Conducted audits of time sheets and maintained records free of errors to coincide with payroll
- Performed transactional assistance with miscellaneous ad hoc projects to prepare reports for review

Volunteer, Volunteer Income Tax Assistance

January 2016 – April 2016

- Provided income tax preparation assistance at no cost to low-income, elderly and disabled persons, and families with limited English-speaking abilities.
- Prepared average one to two tax returns per hour

Audit Intern, UC Riverside Audit & Advisory Services, Riverside, CA

September 2015 – December 2015

- Performed analytic reviews for payroll, travel reimbursement for fraud and accuracy, also perform test of transactions to determine departmental compliance with campus policy and procedures
- Assisted the auditors in the performance of operational, departmental, financial, and compliance procedures
- Collaborated with the auditors in the development of training presentations to campus community
- Created and executed SQL based queries, complex Excel functions (VLOOKUP, pivot tables, concatenates and IF/OR formulas) to perform tests such as Benford's Law

LEADERSHIP EXPERIENCE

Transfer Student Mentor, School of Business Administration, UCR

August 2015 – June 2016

- Planned workshops of professional etiquette, career fair, and CPA exam preparation
- Provided detailed guidance to mentees by analyzing their academic and career planning
- Collaborated with School of Business Administration staff, faculty and other mentors to assist mentees

Fundraising Director, Tau Sigma, UCR

August 2015 – April 2016

- Managed the highest grossing fundraiser at UCR Block Party. Raised \$1,500 for the Tau Sigma chapter
- Negotiated with over 18 different types of local businesses for providing exclusive discounts for members
- Obtained 10% - 15% discounts with 12 local businesses included Piat'Amore, Elias Pita, and Häagen-Dazs
- Collaborated with President, Vice President, Fundraising Controller, and the Outreach Director for preparing fundraising plans and exclusive membership cards

CAMPUS ACTIVITIES

Member, Accounting Society, UCR

October 2014 – Present

Member, Beta Alpha Psi, UCR

September 2015 – Present

Member, Tau Sigma, UCR

August 2015 – Present

SKILLS

Software: SQL, Microsoft Office Suite, Visio, Adobe, and QuickBooks

Languages: Bilingual in English and Mandarin Chinese