

# Betty White

100 W. Oregon St. Urbana IL. 61801 • (123) 123-1234 • bettywhite@illinois.edu

## EDUCATION

### **University of Illinois at Urbana Champaign**

Bachelor of Science in Accountancy

Graduation: May 2019

CPA Eligible: May 2020

GPA: 3.97/4.00

## WORK EXPERIENCE

### **Hengfeng Bank**

*Commercial Loan Department Intern and Office Secretary*

Beijing, China

May-June 2016

- Analyzed client financial statements and extracted key information from business reports to develop recommendations on loan application decisions
- Assisted clients in processing paper work and collected necessary documents accurately from clients to submit to the department in time
- Translated financial statements and business reports of foreign companies and companies that were involved in international financing
- Performed general office tasks such as arranging meeting schedules, filing client records, and answering phone calls

### **Xizhimen Hotel**

*Intern Team Leader*

Beijing, China

July 2014

- Managed daily meetings after work hours for six team members in order to discuss daily challenges and brainstorm solutions
- Interacted directly with over 100 customers per shift at the hotel restaurant by greeting, serving food, and taking complaints with a professional attitude and enthusiasm
- Helped organize team member work schedules accurately

### **Schaumburg Christian School**

*Music Teaching Assistant and Tutor*

Schaumburg, IL

September 2013-May 2014

- Organized practice schedules and opportunities for fine arts competition participants to interact with music teachers before concerts and competitions
- Supervised and guided music students during scheduled practices
- Helped students significantly improve grades and skills through strong communication and collaboration skills

## **ACTIVITIES & LEADERSHIP**

### **Europa House**

*Advisor and Cultural Liaison*

Champaign, IL

October 2016

- Designed and implemented educational and casual events for 50 house residents
- Communicated with house residents and provided counseling in difficult situations

### **Gies College of Business Center for Professional Responsibility in Business and Society**

*Research Assistant*

Champaign, IL

September 2016

- Assisted Executive Director with research related to professional responsibility in higher educational institutions
- Helped with miscellaneous tasks for events held in the Gies College of Business

### **Math and Science Club**

*Founder and President*

Schaumburg, IL

May 2014-May 2015

- Collaborated with school principal and teachers to identify supervisors and activity space for programming
- Organized educational meetings focused on exam preparation and in-depth mathematical and scientific problems solving once a week for 17 members
- Developed leadership skills and a sense of responsibility through communicating and building trust with co-workers

### **Champaign Chinese Christian Church**

*Pianist and Worship Leader of Illini Chinese Christian Fellowship*

Champaign, IL

September 2015-September 2016

- Accompanied worship by playing the piano at Sunday morning services
- Led the members of Illini Chinese Christian Fellowship during worship time