

# Yuxiao (Cassie) Xiang

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## SUMMARY

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Highly motivated, meticulous and quality-driven professional with a strong commitment to accounting and tax preparation in a dynamic, fast-paced environment. Comprehensive understanding of the skills needed to prepare individual and corporate tax returns, coordinate payroll functions, and oversee and maintain internal accounts while adhering to best practices and principles.

## EDUCATION

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### The University of Tampa,

*Master of Science in Accounting*

Tampa, Florida

May 2014 – May 2017

- Relevant Course : Individual Tax, Corporate Tax; Intermediate Accounting; Advanced financial/managerial accounting; business law; accounting information system
- GPA: 3.5/4.0

### Henan University of Finance and Economics

*Bachelor of Public Finance*

Zhengzhou, China

Sept. 2009 – July 2013

## EXPERIENCES & VOLUNTEER

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### The Volunteer Income Tax Assistance Program (VITA),

*Tax Preparer*

Tampa, Florida

2016 - 2017; Seasonal

- Assist lower income taxpayers in the preparation and submittal of individual tax returns.
- Interview taxpayers, collect relevant documents and determine deductions and filing status
- Respond to international students' inquiries concerning taxes and provided tax assistance
- Submit information and patiently explain determinations to individual taxpayers.

### Sinopec - Jiang Su Branch (Chinese state-owned enterprise),

*Accounting Intern*

Nanjing, China

June 2012 - June 2013

- Managed employee expense reimbursements,
- Assisted in the daily reconciliation between bank deposits and payments into the billing system
- Collaborated with auditors in preparing audit working papers
- Coordinated monthly payroll functions for 50+ employees

## ADDITIONAL INFORMATION

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### The Human Society of Tampa; Sustainable Buzz; Metropolitan Ministries, Tampa, FL

Jan. 2016 – Jan. 2017

- Served food to homeless individuals
- Cleaned animal rooms
- Feed medicine to dogs and cats

### Henan Economic University Radio Station, Zhengzhou, China

Oct. 2009 – Oct. 2012

- Trained new members on radio speaking techniques
- Spoke and broadcast news throughout the entire university weekly
- Organized and set up meetings with alumni participations

## SKILLS

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- **Language:** English (Full professional proficiency), Mandarin Chinese (Native proficiency).
- **Technology Skills:** Quickbooks, Microsoft Word, Excel, and PowerPoint.
- **Hobbies:** Travel, cook, bake, exercise, animal protection, and learning new skills.