

Cindy Xinyu Li

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Education	University of California-Riverside, A. Gary Anderson Graduate School of Management Master of Professional Accountancy (June 2016) GPA: 3.6	Riverside, CA
	The Ohio State University, Max M. Fisher College of Business Bachelor of Science in Business Administration (May 2015) Major: Accounting; GPA: 3.5	Columbus, OH
Work Experience	Hudson Pacific Properties Accounts Receivable Accountant (July 2016-Present)	Los Angeles, CA
	<ul style="list-style-type: none">Reconcile account and report discrepancies to ensure balances display an accurate picture of tenant receivablesCompute and record changes, cash receipts, tenant billings, refunds, payment reversals, and tenant credit applicationsLocate and monitor overdue accounts, follow up on and facilitate the timely resolution of collection matters	
	UCR Audit & Advisory Service Internal Auditor Intern (March 2016-June 2016)	Riverside, CA
	<ul style="list-style-type: none">Assist auditors in consulting and advisory service, campus investigation process, and UC systemwide requestsAnalyze departmental expenses for accuracy and fraud, and obtain explanations and documentations for significant variances by using advanced Excel functions, TeamMate Analytics, and PeopleSoftDocument and assess effectiveness of departmental internal controls and suggest improvementsPerform test of transactions to determine departmental compliance with campus policy and procedures	
	Everbank Accounting Analyst (Summer Intern, 2015)	Jacksonville, FL
	<ul style="list-style-type: none">Analyzed the plan, actual, and forecast financial variances by using Oracle and TM1Updated and validated monthly/quarterly financial results for 8 business units and executive boardPerformed reconciliation, consolidation and elimination for accounts worth up to \$25 billionRecognized by director for excellence in public speaking, analytical and Excel skills	
	Standard Chartered Bank Accountant (Summer Intern, 2014)	Beijing, China
	<ul style="list-style-type: none">Performed basic accounting tasks including bookkeeping, journal entries, and verified dataReconciled discrepancies, and prepared financial reports to internal and external users from raw data	
	Union Market, Ohio State University Student Manager (September 2013-April 2014)	Columbus, OH
	<ul style="list-style-type: none">Assisted with store closing operations in a fast-paced environmentTrained new employees in establishing efficient and productive work processes	
Other Experience	Volunteer Income Tax Assistance-VITA Income Tax Preparer (January 2016-Present)	Riverside, CA
	<ul style="list-style-type: none">Provide tax return preparation and review for eligible taxpayers using TaxWiseVolunteer with low-income residents to help them meet federal and state tax regulations	
	Accounting Association Vice President of Finance (January 2014- May 2015)	Columbus, OH
	<ul style="list-style-type: none">Organized multiple information sessions and meetings for over 100 students and manage membership feesEstablished strong relationships with faculty, professionals, and company representatives	
	Buck-I-SERV Volunteer Organization Coordinator and Project Leader (January 2013- April 2015)	Columbus, OH
	<ul style="list-style-type: none">Educated and trained 30 participants on how to utilize their soft skills to complete projectsVolunteered 50 hours at various agencies such as soup kitchens, churches, libraries, and kindergartensCoordinated volunteer efforts that allow members to tutor students in grades K-12 for after-school programs	