

MINYAN YU

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Professional Summary

A strong accounting foundation is secured through company work experience and academic training. Excellent knowledge of Generally Accepted Accounting Principles. Familiar with the principles of economics and business statistics. Proficient in MS Office Suite and accounting software. Excellent time management skills and attention to detail.

- Passed all three exams for the Enrolled Agent (EA) certification

Education

MST - San Jose State University

Graduated June 2024

Bachelor of Science: Business Administration, Accounting

San Jose State University — San Jose

Graduated May 2020

- GPA: 3.8

Associate degree: Business Administration

2014- 2017

Mission College — Santa Clara

- GPA: 3.8 / Dean's List

Experience

Tax Associate, PwC — San Francisco, California

July 2024 - October 2024

Corporate tax preparation — State tax returns and Worksheets

Accounting Assistant, Popeye's - Rohnert Park, California

August 2015 - February 2017

- Managed inventory, reconciled balances, and recorded all activity in Excel format
- Posted and reviewed financial data such as sales for tax payment
- Tracked employee time and attendance for the payroll of around 30 people

Accounting Assistant, Zhonghenggaoke — Beijing, China

March 2005 - January 2011

- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation, and disbursements to maintain records
- Filed and maintained vendor and buyer records for financial statement
- Supervised calculation and payment of taxes and ensured compliance with regulations

Technology Skills

- Microsoft Office (Word, Excel, PowerPoint, Access)
- Excel (Pivot table, VLOOKUP, HLOOKUP, Macros, etc.)
- QuickBooks, GoSystem, ONESOURCE
- Salesforce
- Checkpoint, CCH

Affiliations

- SJSU Magna Cum Laude in Bachelor of Science: Business Administration, Accounting
- 2020 Spring Beta Alpha Psi scholarship and membership
- 2020 President's Scholar and 2020 Phi Kappa Phi Member
- 2019 Leadership and Career Certificate Program
- 2015-2016 Mission College Alpha Gamma Sigma Member and Volunteer
- 2014-2019 Dean's List