

John Chen

6 Grove Hill, Mount Victoria, Auckland * 09 555 5555 * 021 5555555 * jchen@email.co.nz
NZ Permanent Resident

Profile

- Confident, self motivated accounting and finance student with strong background in project management and experience in accounting data capturing and processing, seeking summer intern position and an opportunity to learn.
- Currently enrolled in the fifth year of a conjoint degree in Commerce and Engineering at The University of Auckland. Keen interest in audit, assurance and corporate finance.
- Able to think analytically and conceptually, make precise decisions, develop collaborative working relationships with others and foster teamwork. Accurate and methodical.

Education

Tertiary

2002 – present

The University of Auckland

Bachelor of Commerce (Majoring in Finance and Accounting)

- Enrolled in NZICA accredited Accounting and Finance courses

Bachelor of Engineering (Electrical and Electronic)

Expected date of completion December 2006.

Other qualifications

January 2004 – December 2004

The Lion Nathan School of Business, Auckland

NZQA National Certificate in First Line Management (Communications and Quality).

Secondary

King's College, Auckland

2001 NZ Bursary (Accounting, English, Mathematics with Calculus, Physics, Chemistry)

- NZ Bursaries Scholarships in Chemistry

Key Competencies

Accounting skills

- Knowledge and practical application of accounting, budgeting, forecasting and tax processes, gained through Bachelor of Commerce degree and work experience as Accounting Clerk at Wang Construction Ltd
- Competent user of MYOB package: grade A achieved for university case study project.

Analytical and conceptual thinking skills

- Demonstrated problem analysis and solving skills during university business case studies and Part IV Electrical Engineering Project
- Trained to think systematically and logically throughout engineering degree.

John Chen

Oral and written communication skills

- Trained to be competent in both verbal and written communication during the course of degree. Completed numerous reports with high degree of accuracy.
- Trusted results reporting at Smith and Jones Appliances
- Fluent in Cantonese with conversational skills in Mandarin.

Develop collaborative working relationships with others

- Recognised team player; appointed to the executive of the Good Life Club for four consecutive years
- Established relationships and mentored new students when working as a Uniguide
- Established collaborative relationships with senior engineers at Smith and Jones.

Organisational skills

- Consistently met deadlines and effectively managed workload of conjoint degree with significant voluntary work role.
- Adapted quickly to new work routines during internship experiences.

Relevant Work Experience

ABC Engineering Ltd, Hong Kong

Summer 2004 (one month)

Tendering Clerk

- Involved in a series of site visits in Hong Kong and China in the areas of communications, information networking and power electronic companies. Purpose was to identify potential business relationships.
- Assisted engineers with tendering process: checked tenders, identified misalignments with original tender offers and reported to senior engineers on discrepancies.

Wang Construction Ltd, Hong Kong

Summer 2001 (three months)

Accounting Clerk

- Data capture and processing in company's accounting information system.
- Revised accounting entries in line with original receipts and invoices and reported errors to chartered accountant
- Processed new invoices and claims from construction sites and entered into appropriate electronic journals and ledgers.

Other Work Experience

Smith and Jones Appliances, Auckland

Summer 2004 (two months)

Electronic Testing Intern

- Assisted senior engineers in modifying and monitoring eight electronic board testers on production line
- Assisted senior engineer in reporting and revising results on long term reliability testing of electronic components and modules
- Constructed electronic devices for various purposes around the factory.

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Voluntary Work

Good Life Club, Auckland

2003 – present

President

- One of six executives responsible for running the Good Life Club.
- Appointed Cultural Executive, Sports Executive and Treasurer in years 2003 to 2005 respectively.
- Voted President of the club in 2006, during which year membership increased from 200 to 350.

Uniguide Scheme, The University of Auckland

Summer 2006

Uniguide

- Guided groups of new students at the beginning of the semester
- Mentored four new students in adapting to university life and offered longer term assistance and friendship.

Referees

Professional

Mr Matthew Green
Senior Engineer
Smith & Jones Appliances
Ph 555 1111
Email greenm@s&j.co.nz

Ms Rachel Kwong
Senior Accountant
Wang Construction Ltd, Hong Kong
Email rkwong@wangconstruction.com

Academic

Dr David Brown
Senior Lecturer, The School of Business
The University of Auckland
Ph 373 7599 x 00000

Email dj.brown@auckland.ac.nz