

Yuwei (Lisa) Chang

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EDUCATION

University of California, Irvine

June 20XX

Bachelor of Arts in Business Administration

GPA: 3.32; Dean's Honor List: 3 quarters

RELATED EXPERIENCE

Pacific Alternative Asset Management Company (PAAMCO), Irvine, CA

April 20XX - Present

Accounting and Operations Due Diligence Intern

- Performed weekly and month end audits for a total of six different managed account platform funds to ensure accuracy within investment guidelines, net asset values, and monthly fund net returns
- Collaborated with a team of 10 accountants as well as fund managers, clients, and administrators discuss and present client project updates at weekly meetings
- Researched specific assets utilizing Bloomberg and news articles in order to assist team with accurate and appropriate pricing recommendations
- Computed year-to-date return on investment capital for multiple funds as well as visual organization of the presentation of asset valuation for senior level management

Lambda Phi Nu, Business Leadership Fraternity, Irvine, CA

January 20XX – March 20XX

Finance Associate

- Spearheaded the collective effort of a class of fifteen individuals to fundraise a total financial goal of over \$1500 within a seven-week period, ultimately achieving a little over \$2000
- Utilized Excel to forecast budgets for next academic year as well as to maintain financial records of the club budget of \$5000
- Directed a committee of four individuals in the successful execution of ten fundraising events each quarter by developing clear timelines and delegating tasks

LEADERSHIP EXPERIENCE

Undergraduate Finance Association, Irvine, CA

February 20XX – Present

Executive Vice President

- Collaborated with President to advise and manage an executive board of 12 individuals in order to successfully achieve organization mission and goals
- Designed and distributed weekly newsletters that consist of finance job opportunities, market recaps, and future events and to over 100 members
- Hosted monthly professional development workshops and organized firm speaking engagements to provide members with opportunities to expand their knowledge of finance and network within the finance field

Accounting Association, Irvine, CA

January 20XX – June 20XX

Executive Committee Board Member, March 20XX – June 20XX

- Collaborated with a team of 14 individuals to efficiently arrange weekly speaking engagements with accounting firms to provide members with practical knowledge of the industry and firm specific culture
- Organized the Meet the Firms event in which over 30 accounting firms attended to provide professional networking experience and potential job opportunities for members

Leadership Development Program Co-coordinator of Professional Development, January 20XX – March 20XX

- Recruited a total of 50 student mentor and mentee positions for the Leadership Development Program through class presentations, word of mouth and social media marketing
- Developed 6-month program curriculum that included weekly workshops to educate mentees about career development and planning
- Facilitated weekly meetings to promote networking and relationship building between mentors and mentees

SKILLS AND INTERESTS

Computer: Microsoft Office (Word, PowerPoint, Excel), Beginner Adobe Photoshop

Languages: Conversational in Mandarin

Interests: Collecting rare sneakers, traveling to National Parks, volunteering at local animal shelter