

# Austin S. Cheung

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## Objective

To grow a career in public accounting, becoming a contributing asset of the professional community

## Education

**B.S. in Accounting and Information Systems**, Minor in Psychology  
Virginia Polytechnic Institute and State University (*Blacksburg, VA*)  
Expected 12/2015  
Begin CPA exam preparation upon graduation

## Relevant Experience

**Intern/Staff Accountant, Donovan & Wagner, PC**  
*Burke, Virginia* 5/2015 to 8/2015

- Assisted with month-end closing as well as fixed asset and financial reporting
- Generated general ledger entries including account analysis and reconciliation
- Prepared individual tax returns
- Performed other ad-hoc analyses and operational tasks for the partners

**Team Assistant, The World Bank Group**  
*Washington, DC* 5/2014 to 6/2014

- Provided administrative and project support for the Resource Management Team by coordinating schedules of multiple teams, monitoring changes, and communicating with staff both inside and outside of the unit
- Managed summaries of commitment reports for the team managers
- Supported the preparation and logistical planning of team events such as meetings and workshops

**Accounting & IT Assistant, LEROS Technologies Corporation**  
*Fairfax, VA* 12/2013 to 1/2014, 3/2014

- Processed vendor invoices by verifying transaction information and validating invoices against relevant purchase orders, as well as scheduling and preparing disbursements
- Prepared and mailed customer invoices; identified delinquent accounts and insufficient payments; and followed up with customers as needed
- Processed credit card payments, posted customer payments by recording check and credit card transactions
- Assisted in the parallel testing of the billing module of a newly developed accounting system by identifying and reconciling discrepancies between the new system output and the old system data

**Certified VITA/TCE Volunteer**  
*Christianburg, VA* 2/2014 to present

Certified as tax preparer for the Volunteer Income Tax Assistance (VITA)/Tax Counseling for the Elderly (TCE) program

## Professional Association and Community Involvement

- Virginia Society of Certified Public Accountants Student Membership
- Accounting Society, Virginia Tech
- Campus Outreach, Virginia Tech
- Little Lights Urban Ministries (long-term volunteer), Washington, DC