

YU-SHAN (SAMANTHA) CHEN

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EDUCATION

University of California, Irvine

The Paul Merage School of Business, Irvine, CA

05/2009

Master of Business Administration, Finance

- VP of Finance, China America Business Exchange (CABE)

San Francisco State University, San Francisco, CA

01/2005

Bachelor of Science, Business Administration (International Business; Finance minor)

- Dean's List, San Francisco State University (2001, 2003, 2004)
- Public Relations director and consultant of SFSU Taiwanese Student Association

EXPERIENCE

THALES AVIONICS IN-FLIGHT-SYSTEMS, Irvine, CA

07/2008-08/2008

Finance Summer Intern

Developed and implemented complex financial concepts, models, planning and analysis while working with Bids and Business Planning Group of the world's largest professional aerospace company with annual sales of €2.1 billion in 8 countries.

- § Updated pricing sheets, corporate forms, and cash flow templates in a daily basis
- § Attended weekly bids meeting with financial analysts and prepared weekly bids reports
- § Forecasted costs and future cash flow for each potential project to assist Bid managers in ensuring Winbid process is properly followed
- § Improved the existing bid and planning financial model including establishing formal proper bid finance policies and created new financial models to minimize variances and increase efficiency
- § Provided ad hoc support for commercial bid activities

SHUN-MING INDUSTRIAL Co., Ltd., Taipei, Taiwan

02/2006 – 08/2007

Accountant

Responsible for general ledger work, bank reconciliations, payroll and financial statement preparation for an electronics manufacturer with approximately \$10 million annual sales.

- § Updated and maintained accounts payable and receivable in a daily basis
- § Collaborated with other departments to compile financial data for budget planning
- § Verified financial data and checked accounting documents quarterly for completeness, mathematical accuracy, and consistency and provided data to general manager of the company
- § Established and maintained strong business relations with vendors and customers
- § Led a team of three to upgrade accounting system from manual entry system to Quick Books/Excel database, increasing efficiency by approximately 30%

ESSENERGY, Inc., Milpitas, CA

02/2005 – 01/2006

Assistant to VP

- § Updated computerized A/P & A/R; prepared accounts payable checks and process invoices daily
- § Prepared import/export documentations, including Bill of Landing, Packing List and Commercial invoice
- § Designed and produced a wide range of promotional material in-house, such as brochures, trade show booths and mailers, to reduce agency costs by approximately \$2,000 for each product
- § Collaborated with overseas colleagues to organize exhibition at 2005 International Home & Housewares Show (world's largest housewares tradeshow)

RONG TSENG IND. Co., Ltd., Taoyuan, Taiwan

10/1999 – 12/2000

Administrative Assistant

ADDITIONAL

- Languages: Mandarin (native), Taiwanese (native); English (fluent)
- Software: MS Excel, MS Word, MS Outlook, PowerPoint, Photoshop
- One month internship at UBS in Hong Kong plus two weeks Finance training in Singapore (Jul & Aug, 2004)
- Attended Wall Street Prep Financial Training Program