

Shuxin Guan

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OBJECTIVE

Seeking an internship in the accounting department with emphasis on tax, audit, and accounts payable.

EDUCATION

Georgia State University

Atlanta, GA

Bachelor of Business Admin. in Accounting

Aug. 2020 – May 2025

- Hope Scholarship
- Intend to pursue a CPA

Core Curriculum: Accounting, Federal Taxation, Corporation Finance, Business Analysis, and CIS

EXPERIENCE

Vivi Bubble Tea

Duluth, GA

Cashier/Barista

Jul. 2022- Present

- Preparing beverages in accordance with client requests, finishing drinks with high promptness rate.
- Increased sales by promoting products, achieving sales targets, building stable client relationships, and offering customer services & support.
- Conducted inventory management, through pre-sale estimate sales volume, counting supply of materials.
- Collaborated with team members to maintain daily tasks.
- Assisted in training new employees follow the store's policies and procedures.

ADDITIONAL EXPERIENCE

Jusgo Supermarket

Duluth, GA

Cashier

Feb. 2022 – Jun. 2022

- Handled customer purchases and returns with a focus on accuracy and efficiency.
- Operated cash registers, scanners, and credit card terminals.
- Maintained a high level of accuracy in handling cash and processing payments.
- Balanced cash drawer at the end of each shift, ensuring accountability and accuracy of 100%.

PROJECT EXPERIENCE

SWOT Analysis Project

Atlanta, GA

Marketing Management

Jan. 2023 – Feb. 2023

- Conducted a comprehensive SWOT analysis project aimed at evaluating Amazon's strategic position.
- Collaborated with a cross-functional team to gather and analyze relevant data, identifying key internal and external factors impacting the organization.
- Prepared a detailed and insightful report summarizing the SWOT analysis findings.

CAMPUS & COMMUNITY INVOLVEMENT

National Beta Club & Key Club

Aug. 2017 – May 2020

- Volunteered and socialized with other members of the community.
- Facilitated the establishment and implementation of activities during an autism sports event.

SKILLS

Microsoft Office, Tableau

LANGUAGE

English, Cantonese, Mandarin

HONORS AND AWARDS

Dean's List

Fall 2020 & Spring 2022

President's List

Spring 2021

High school graduated with Honor (All A's in grades and with a 3.7 GPA)

May 2020