

# Richard Manza

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<b>Objective</b>	A full-time position utilizing my international and financial knowledge and experience	
<b>Skill Summary</b>	<p>Mastery of Mandarin Chinese in written and oral forms and a working knowledge of Chinese culture and business</p> <p>Experience in accounting, managing account payables, receivables and payroll</p> <p>Sales, marketing and customer relations</p> <p>Extensive technology skills with Microsoft Office and Intuit Quickbooks</p>	
<b>Education</b>	<p><b>Grand Valley State University</b> <span style="float: right;">Allendale, MI</span>            Fall 2007 – April 2011            Bachelors of Business Administration            Major: International Business            Major: Finance            Minor: Chinese Language            GPA: 3.4</p> <p><b>Shanghai University</b> <span style="float: right;">Shanghai, China</span>            Jan. 2010 – May 2010            International Business Program            Advanced Chinese Language Program</p>	
<b>International Experience</b>	<p>Studied abroad for five months in Shanghai, China.</p> <p>Able to proficiently speak and write Mandarin Chinese.</p> <p>Learned about the Chinese economy and doing business in China from Chinese business professionals.</p> <p>Beginning level Spanish</p>	
<b>Work Experience</b>	<p><b>Accounting Assistant</b> <span style="float: right;">Member Advantage Mortgage</span> <span style="float: right;">Ada, MI</span>            Jan. 09 – Present</p> <ul style="list-style-type: none"> <li>▪ Manage a \$15 Million line of credit</li> <li>▪ Prepare monthly financial statements</li> <li>▪ Perform monthly reconciliations</li> <li>▪ Run biweekly financial analysis reports</li> <li>▪ Prepare presentations for board of directors</li> <li>▪ Responsible for deposits and loan wires</li> <li>▪ Capitalize assets</li> <li>▪ Learned about growing a business. Including strategy, hiring, continuous improvement</li> </ul>	
	<p><b>Finance Intern</b> <span style="float: right;">Advantage Health Physician Network</span> <span style="float: right;">Grand Rapids, MI</span>            Aug. 08 – Dec. 08</p> <ul style="list-style-type: none"> <li>▪ Dispersed health care benefits</li> <li>▪ Generated cost analysis of services and prepared presentation for administrators</li> <li>▪ Learned about corporate structure and culture</li> </ul>	
	<p><b>Student Instructor</b> <span style="float: right;">Oakland Community College</span> <span style="float: right;">Royal Oak, MI</span>            May 08 – Aug. 08</p> <ul style="list-style-type: none"> <li>▪ Lead a classroom</li> <li>▪ Taught College Algebra</li> <li>▪ Experienced diversity</li> </ul>	
	<p><b>Sandwich Artist</b> <span style="float: right;">Subway Restaurants</span> <span style="float: right;">Novi, MI</span>            Jan. 05 – Aug. 08</p> <ul style="list-style-type: none"> <li>▪ Learned how to operate a franchise, low profit margins, high efficiency, high volume</li> <li>▪ Learned the importance of customer satisfaction</li> </ul>	
<b>Extracurricular Activities</b>	Chinese Language and Culture Club; American Marketing Association; Intramural Sports	

**References Available Upon Request**