

**Lea Zhang**  
**689 Gaojing Road #80**  
**Shanghai 201702**  
**Tel. 59889272**  
**13818882875**

**E-mail: [LZhang@gea-consulting.com](mailto:LZhang@gea-consulting.com)**

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## QUALIFICATIONS

- Five years as International consultant
- 15-year experience in business administrative and financial management
- Excellent computer skills, proficient in accounting, database, MS office, and other software
- Thoroughly familiar with both Western and Eastern business practices and cultures
- Strong communication and coordination skills, and a good team player
- Read, write and speak fluent English, Japanese and Chinese
- More than 10 years teaching experience

## EDUCATION

- Certificate of Computerized Accounting, Western Wisconsin Technical College, USA, 1997
- Diploma of Advance Japanese Teaching, Beijing Languages Institution, China, 1983
- B.A. in Japanese, Shanghai Jiaotong University, Shanghai, China, 1980

## WORK HISTORY

- 1997 - 2003: Office/Accounting Manager, J. L. Lewis, Inc., USA  
Administrative and finance management, create and maintain document in database, coordinate meetings for customer visits, arrange group activities, and etc.
- 1999 - 2000: Accounts Receivable and Cash Application Specialist, The Trane Company of American Standard, USA  
Interface with financial service analysts, sale offices and customers, identify and apply cash receipts, post and reconcile customer payments, keep receivable in balance and maintain documentation, and etc.
- 1992 - 1999: Japanese & Chinese Language Instructor, Western Wisconsin Technical College, USA  
Instruct Japanese, Chinese languages and cultures
- 1990 - 1997: Coordinator and Interpreter/Translator, The Trane Company, USA  
Plan and host foreign customers' visits, coordinate meetings, and perform various interpretations and translations
- 1988-1990: Accounting Assistant, Minn vitro, Inc., USA  
Bookkeeping, Database, Administration
- 1981 - 1987: Teacher, Sichuan International Studies University, China  
Instruct Japanese language, literature, and etc.

## ACCOMPLISHMENTS

Certificate in Office Personnel Training Program, Trane Company, USA  
Best employee of the year, 1988, Minn Vitor, Inc., USA  
Best Teacher Awards for three consecutive years in China

**STATUS:** US Citizen/Chinese Working Permit

**REFERENCES:** Available upon request