

**Xinjie Ma**  
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## **EDUCATION**

- Ph.D. in Business Administration (Concentration: Accounting)** Expected in 2020  
Temple University, Fox school of Business and Management, Philadelphia, PA
- M.S. in Accounting** May 2015  
American University, Kogod School of Business, District of Columbia, DC  
GPA: 4.0/4.0
- M.S. in Business: Finance** Dec 2012  
University of Maryland, Robert H. Smith School of Business, College Park, MD  
GPA: 3.8/4.0
- B.S. in Management: Electronic Commerce** Jun 2011  
Beijing Foreign Studies University, International Business School, Beijing, China  
Overall GPA: 3.63/4.00; Major GPA: 3.77/4.00  
Awarded University Outstanding Graduate, Alumni Honor Scholarship, and University Honor Scholarship
- GMAT: 750/98%**
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## **RELATED COURSEWORK**

**Undergraduate Related Courses:** Advanced Mathematics I & II, Linear Algebra, Probability & Statistics, Microeconomics, Macroeconomics, Econometrics, Financial Management, C language, Basis of Database, Management Information System

**Graduate Related Courses:** Intermediate Accounting, Financial Econometrics I & II, Financial Accounting, Tax Planning: Ind. & Business, Financial Statement Analysis, Cost Accounting, Advanced Financial Reporting, Auditing

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## **EXPERIENCE**

- Research Assistant** Jun 2014 – Present  
*American University, District of Columbia, DC*
- Contributed to the projects' literature review by collecting and summarizing scholar papers on causality of certain factors and earnings management
  - Assisted to review submitted papers in Journal of International Accounting, Auditing and Taxation and Journal of Accounting and Public Policy
- Teaching Assistant/Tutor** Sep 2014 – Present  
*American University, District of Columbia, DC*
- ACCT 541: Advanced Financial Reporting
- Accounting/Administrative Intern** May 2014 – Aug 2014  
*Biodenta North America LLC, Gaithersburg, MD*
- Participated in the preparation of semi-annual audit package under IFRS
  - Prepared daily AR/AP data entries, daily bank reconciliation and month-end financial reports
  - Built fixed asset worksheet, adjusted transactions accounts, and calculated production items' prices
  - Filled out government compliance forms and performed cross-references to past annual financial statements in six categories

**Volunteer Income Tax Assistant/ Preparer**

Feb 2014 – Apr 2014

DC Earned Income Tax Credit Campaign, District of Columbia, DC

- Prepared tax return form 1040 with W-2 and 1099 in a timely fashion
- Communicated with clients for supplemental intake

**Recruiter Intern**

Dec 2010 – Mar 2011

*Paul & Leon Consulting Company, Beijing, China*

- Worked independently for accounting position recruitments; developed exceptional analytical skills in identifying the top 10% candidates
- Leveraged interpersonal skills via conducting more than 200 cold calls for each job posting, preparing weekly written communications, and participating in small group discussions with client recruiters
- Utilized acute attention to detail and organizational skills to ensure 100% accuracy of candidates' engagement history and application documentation

**Olympic Family Assistant**

Jul 2008 – Sep 2008

*Beijing Olympic & Paralympics Games, Beijing, China*

- Assisted members of the International Olympic Committee by providing translation service, organizing transportation, coordinating their daily schedules
- Awarded Excellent Volunteer of Beijing Olympic Games / Paralympics Games, 2008

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**SKILLS & CERTIFICATIONS**

- Proficient in Microsoft Office Suite;
- Skilled at SPSS, Matlab, SAP and C language
- Basic in SQL, Bloomberg Terminal and Visual Basic
- Proficient writing and speaking in English, Chinese / Mandarin
- CFA level II Candidate