



## **Xin Wen, MBA**

*Consultant*

### **ABOUT XIN**

An experienced accounting professional with a master's degree in business administration with over a decade of experience in general accounting, bookkeeping, and financial analysis, Xin is well-versed in handling the general ledger and in all aspects of monthly and yearly financial processes and reporting. She has extensive experience in accounts payable and accounts receivable, performing bank reconciliations, and managing both banking and investment accounts.

Xin began her career in banking and more recently, has worked in the education and nonprofit industries. In addition to exceptional budgeting, forecasting, and variance analysis skills, she can manage charitable donations and assist with grant management and reporting obligations. Xin quickly identifies problems and works to improve financial performance by carefully monitoring variances and recommending action plans. She has administered capital budgets and has automated reports to streamline the reporting process.

Xin is accomplished in multiple software programs including QuickBooks, Microsoft Word, Excel, Access, PowerPoint, and Outlook, as well as Oracle DBMS.

### **INDUSTRY EXPERIENCE**

Consumer Banking, Education, Financial Services, Nonprofit

### **EDUCATION**

- University of Mary Washington, Master of Business Administration
- The University of New Orleans, Bachelor of Science, Accounting