

Minglan Chen

(806) 302-0753 | minglan.chen@outlook.com | Lubbock, TX

Education

Texas Tech University, School of Financial Planning Lubbock, TX
Master Science of Personal Financial Planning August 2021

- College of Human Sciences Recruitment Scholarship
- Competitive Tuition Scholarship

Texas Tech University, Rawls College of Business Lubbock, TX
Bachelor of Business Administration in Accounting May 2018

- Rawls College of Business Undergraduate Scholarship

South Plains College Levelland, TX
Associated of Science December 2015

- Dean's Honor: Spring 2015

Relevant Experience

WC Pacific Enterprise LLC Lin's Gr, Dragon Buffet Lubbock, TX
Bookkeeper July 2018 – July 2019

- Accurately record the cash flow in/out during the sales, managed with bills and invoice of sales
- Handled the transaction of the operation
- Recorded daily sales revenues completed the sales revenues report daily
- Skilled in using Excel to create any financial model and calculations and contract documents such as employee recruitment and sales reports.
- Coordinate with manager to arrange other employee's schedules, buffer conflict between two or more employees.
- Actively update and self-learn the new skills required for the position.

Campus Involvement

TTU PFP Alumni Advisory Board Mentoring Program August 2019 – May 2020
Group Member

- Connected with mentor who is currently in PFP professional
- Practiced with scheduling management meeting
- Practiced the financial analyst skills and data analyst skills via view sample data support from mentor

First Generation College, Texas Tech University August 2016 – May 2018
Member

- Built up professional skills through the career workshops such as mock interviews, speed networking, etiquette dinners, and career fairs
- Guided freshmen and sophomore and gave advice for academic studying as a senior mentor
- Participated in the program through social activities, studying sessions, speech meetings, and community services

Skills

General Skills: Data entry, GAAP, Financial analysis, Presentation skills, Customer service communication, Sales report, Tax accounting

Technology Software: Microsoft Office (Excel, Word, PowerPoint, Access), Money Guide Pro, Salesforces, Morningstar Advisor Workstation, Schwab Advisor Center, GDX 360

Languages: English (fluent), Chinese (native)