
Objective

To utilize my analytical and problem solving skills in a full time strategic finance and accounting positions.

Education**Large state school University**

Bachelor of Science in Accounting & Finance

Currently pursuing CPA: (BEC PASSED)(AUD)

May 2012

GPA 2.8

Computer Skills

Proficient in Microsoft office (*Excel: Vlookups, Macros, Pivot Tables*)

Intermediate in Hyperworks

Professional Experience**(Fortune 100 Company)**

December 2012-Present

Accounting Associate

- Performed account reconciliation identifying inaccurate entries, G/L coding, and accounting treatment.
- Posted month end financial journal entries in G/L system ensuring all data, invoices, and contract agreements are properly recorded.
- Effectively revamped G/L, financial systems, reports, and schedules to improve forecast precision and standardize reporting procedures.
- Prepared weekly and period end financial reports to executives in timely manner.
- Reconciled and approved monthly P-Card transaction.

OEM Crash Test Dummy Company

June 2011-Aug 2011

Data Management & Analytical Intern (Volkswagen Variable Project)

- Performed statistical ANOVA variation analysis in terms of F-statistic in order to compare crash test models with data sets.
- Enhanced the framework for custom charts and color coding of metric graphs to see the variation in dummy injuries through the use of Hyperworks program
- Compiled testing data and presented PowerPoint presentation to supervisor

Sales & Marketing CO.

June 2010-Aug 2010

Sales Agent (Frito-Lay Division)

- Performed various order management tasks and established new business account payable for clients.
- Placed orders for small businesses over the phone, e-mail, and fax.
- Assisted customers with real-time order status and tracking of the shipment.
- Proactively reached out to customer to assist with issues such as sales transaction errors ensuring accurate and on-time delivery of orders.

Leadership & Activities

Fluent in English and Korean language

Youth Ministry Team Leader for _____church, planned, budget costs and supervised the team to mission trip.

Completed 150 hours of community service and received President's Volunteer Service Award