

Laissa Wong



WORK EXPERIENCE

FINANCE COORDINATOR

Aesop Hong Kong Limited, Central, HK

May 2017- Present

Analyze financial data by collecting, monitoring and creating financial models for decision support. Improve financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management. Assist with annual and quarterly forecasting. Work and maintain GL and sales reconciliation. Liaise with auditors in the yearly audit.

ACCOUNTS ASSISTANT

Oakwood Management LLC, Iowa, USA

December 2013- July 2015

Tracked, recorded, compiled, and processed expense reports for 5 gas stations handled by the LLC. Launched conversion of old accounts from Peachtree (Sage) to Quickbooks and created new financial statements and accounts payable process for the LLC. Managed the accounts payable/reimbursement process to vendors and employees. Assisted with month-end financial reports. Worked with payroll and regular account reconciliations. Ad hoc tasks required by the management.

EDUCATION

BACHELOR OF SCIENCE IN FINANCIAL MANAGEMENT

Upper Iowa University, Iowa USA & Hong Kong

August 2015- September 2017

GPA: 3.7

Graduated with honors, Magna Cum Laude

Consistent Outstanding Academic Achievement - Dean's Lister

Relevant coursework: Marketing, Global Marketing, Accounting, Investments, Money and Markets, Corporate Financial Management

CERTIFICATION

ACCA, F1 Accountant in Business

ACTIVITIES AND INTERESTS

Food Angel Volunteer, Hong Kong

(August 2014- Present)

Hong Kong Hiking Group, Hong Kong

(August 2014-Present)

SKILLS

- Financial data analysis
- Marketing research
- Accounting skills
- Research and development
- Interpersonal and communication skills
- Proficient in MS Office Package w/ strong aptitude in learning new softwares
- Proficient in Adobe Creative Suite
- Proficient in Quickbooks
- Proficient in NetSuite
- Micro and macroeconomic knowledge
- Strong analytical skills
- Fluent in English and Filipino
- Intermediate language skills in Cantonese and Spanish
- Currently learning Mandarin
- Excellent management skills

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