

# Thomas Park

San Diego, CA

-Email me on Indeed: <http://www.indeed.com/r/Thomas-Park/088d6d429eae7afe>

Seeking to leverage my extensive accounting expertise and managerial skills in an accounting management role, driving financial performance, ensuring compliance with regulations, and implementing strategic initiatives that optimize operational efficiency and contribute to the long-term growth and success of the organization.

## Work Experience

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### **Project Administrator/Accounting Manager**

California Filtration Specialists, LLC/Whitson Contracting & Management - Escondido, CA

July 2021 to June 2023

- Worked with large construction company clients on contracts up to \$4.6 Million.
- Reviewed contracts to ensure accuracy.
- Worked with the project management team to ensure compliance on every project.
- Coordinated with our sub-tier contractors to ensure their compliance in concordance with contractual language.
- Worked with PM team to regularly update project scheduling to ensure timeliness.
- Reported directly to the management committee on quarterly and annual financials.
- Audited, reconciled, and compiled financial and inventory reports.
- Prepared monthly job cost financials for ownership.

### **Business Administrator/Project Accountant**

California Filtration Specialists/Whitson Contracting & Management - San Diego, CA

September 2019 to July 2021

- Utilized QuickBooks to facilitate day-to-day operations for >\$12 Million contracting company.
- Managed Accounts Payable and Receivable for projects in excess of \$10 Million annually.
- Overhauled inventory-tracking systems to keep real-time counts of inventory at multiple sites in California.
- Tracking 8 different product lines and over 35 assemblies totalling over 1 million total pieces.
- Assisted project management teams to bring 100+ Private and Public projects worth over \$7.5 Million to completion.
- Ensured accurate monthly revenue and costing reporting.
- Promoted to Project Administrator/Accounting Manager in July 2021.

### **Assistant Language Teacher**

Kitsuki City Board of Education - Oita Prefecture, Japan

July 2017 to July 2019

- Collaborated with over 100 Japanese faculty at 5 schools ranging grades K-8 to improve and implement a more effective English curriculum for over 600 students.
- Created proven results - Kitsuki City students achieved YoY higher standardized English test scores for consecutive years.

## **Data Manager Assistant**

UC Santa Cruz Educational Partnership Center - Santa Cruz, CA

March 2017 to June 2017

- Demonstrated working knowledge of computer operating systems, software, and Internet access.
- Worked with discretion with sensitive data received from middle and high school students and their families.
- Ability to accurately reconcile data between disparate data sources in a timely fashion.

## Education

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### **Bachelor of Arts in International Economics**

University of California - Santa Cruz, CA

September 2013 to June 2017

## Skills

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- Financial Report Writing
- QuickBooks
- Financial analysis
- Accounting
- Inventory management
- Project leadership
- Accounts Receivable
- Journal Entries
- Forecasting
- General Ledger Reconciliation
- Accounts Payable
- General Ledger Accounting

## Assessments

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### **Managing accounts in QuickBooks — Proficient**

August 2023

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

### **Bookkeeping — Proficient**

June 2023

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

### **Principles of accounting — Proficient**

June 2023

Preparing financial records according to federal policies

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.