

BEN KHA

MY VALUE PROPOSITION

Focused and self-motivated, analytical problem-solver with a great attitude and readiness to lend myself to a team environment that will allow the team and myself to grow.

EDUCATION

University Of California, Riverside **Riverside, CA** June 2012
B.A in Economics/Administrative Studies with a concentration in Information Technology

UCLA Extension **Los Angeles, CA** 3/19 - Present
Full Stack Web Development & Software Engineering Coding Bootcamp

EXPERIENCE

Aristotle Capital Management **Los Angeles, CA** 8/17 – Present
Senior Accountant

- Analyze current department procedures and develop more efficient processes
- Responsible for full-cycle accounts receivable process
- Oversee response to billing and A/R inquiries in a manner that cultivates a culture of exemplary customer service – both internal and external
- Maintain adequate internal controls within the accounting processes to ensure well documented, accurate and timely financial reporting

Aristotle Capital Management **Los Angeles, CA** 3/13 – 8/17
Accountant

- Reconcile monthly individual corporate credit card statements and ensure all charges have adequate supporting documentation
- Assist with the month-end and year-end closing process, including preparation of financial statement support schedules, management reports and reconciliations
- Process monthly accruals and prepaids

Hands For Hope **North Hollywood, CA** 12/12 – 3/13
Bookkeeper/ Administrative Coordinator

- Accounts payable/Accounts receivable
- Bank reconciliation
- Payroll
- Provide administrative assistance to support general operations

Viva Concept **Glendale, CA** 10/12 – 12/12
Marketing Representative

- Visited select dental offices in the Greater Los Angeles area promoting an innovative system for generating new patient referrals for health care practices
- Arranging appointments with the office decision maker for a full presentation

- Attended meetings and assisted in creating new marketing incentives and strategies
- Tested newly created marketing incentives and strategies
- Organized marketing reports

Polo Ralph Lauren

Cabazon, CA

9/11 – 1/12

Sales Associate

- Contribute to achieve the store goals in sales, productivity, and service by utilizing selling skills and service training
- Responsible for meeting personal sales and productivity goals, and delivering service that meets and exceeds expectations
- Represented the company to the consumer, acts as an ambassador of the brand, and ensured customer needs are consistently exceeded

StingyCampus

Irvine, CA

6/11 - 9/11

Business Development Intern

- Created procedure processes per department to increase results in a productive and efficient manner
- Conducted surveys on test markets to evaluate product strengths and weaknesses
- Led an organized group to properly strategize and execute the given tasks
- Constructed reports and a presentation illustrating accomplishments and improvements
- Gained knowledge and experience in strategic planning and marketing through hands on work and weekly seminars.

SKILLS AND ACTIVITIES

- Dev Tools: Vanilla JavaScript, jQuery, HTML5, CSS3, Firebase, Visual Basic for Applications (VBA)
- Excellent use of QuickBooks, Microsoft Word, Excel, and PowerPoint
- Excellent use of Social Networking including the use of Facebook, Twitter, YouTube
- Bi-Lingual: English and Vietnamese
- Excellent communication and customer service skills