Bryant Luu

♦ 1630 Pala Ranch Cir, San Jose, CA 95133 | (408) 655-8756 | Bryantluu22@gmail.com ♦

Recent college graduate seeking a position within the accounting & finance sector where I can grow and refine my skills while providing value to the business.

EDUCATION COMPLETED COURSES

**Bachelor of Science** Bus 123A – Tax Factors of Business

**Business Administration** Bus 121 – Intermediate Accounting

*Concentration in Accounting* Bus 122A – Management Accounting

**San Jose State University**  Bus 120A – Accounting Info. Systems

Graduation Date: December 2011 Bus 129B – Operational Auditing

Concentration GPA: 3.4 Phil 186 – Prof. & Business Ethics Bus 140 – Operational Management

**EXPERIENCE**

**GL Accountant** 08/2012 — 02/2013

*PaymentOne Corporation* San Jose, CA

* Responsible for full cycle AP including: coding and processing invoices, posting ACH and wire transfers, and cutting checks.
* Assisted with month-end closing journal entries including: amortization of prepaid expenses and prepaid insurance, recognizing deferred revenue, depreciation of fixed assets, accrued expenses, and deposits.
* Reconciled cash, AP, bank and investment accounts.
* Generated customer invoices and handled cash receipts.
* Assembled Month-end and quarter-end reports.
* Analyzed and upload data to SQL server to generate invoices.

**Accounting I** 03/2012 — 07/2012

*VMware, Inc.* Palo Alto, CA

* Processed expenses and verified that they adhered to policies (per diem limits, hotel limits, mileage).

**Intern** 06/2010 — 07/2011

*Mozes, Inc.* Palo Alto, CA

* Responsible for handling Accounts Payables via Quickbooks.
* Received and processed expense reports, and checked them for accuracy.
* Assisted with month-end closing journal entries.
* Managed vendor and customer agreements**.**
* Assisted with administrative duties such as organizing, filing, mail sorting, and faxes.

**SKILLS**

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| --- | --- | --- | --- | --- |
| QuickBooks | Great Plains | Oracle | Windows (XP, 7) | Word |
| Microsoft Excel (Pivot tables, vlookup) | | Access | PowerPoint | Wpm: 120 |

**INTERESTS**

Poker | Tennis | Piano | German-Style Board Games | Chess | Reading