# **Jamie W. Fu** P.O. Box 4235

# (925) 639-4139 Walnut Creek CA 94596

[jamiefu@hotmail.com](mailto:jamiefu@hotmail.com)

**Volt SubContractor for Electronic Car Manufacturer 11/2019-1/2020**

**Joinn Bio IT Support Specialist 12/2018 – 10/2019**

**D & D Security – IT Installer, Warehouse worker 06/2018 – 11/2018**

**Lexington Technical – IT Consultant 12/2017 – 06/2018**

**MV Transportation and First Transit – East Bay Para-transit Bus Driver 3/2016- 8/2017**

**Casual Deckhand - Inland Boatman’s Union** San Francisco Bay **2008-2016**

U.S. Coast Guard Merchant Mariner – Golden Gate Ferry Service, Blue & Gold Fleet, Red & White Fleet

**Construction worker** – 10K to 250K size residential and commercial projects

Advantage Technical Resourcing - San Francisco Bay Area to Mid-West Rockies.

**Private Financial /IT Professional Consultant**

Networking, installing multiple hardware products for HP, Xerox, Cisco with corporate clients.

Customer service and backend support.

Ad-Hoc Microsoft Excel spreadsheets and database creation for corporate clients.

**Sales Rep to Fishing Industry** - Northern California

* Advised fishing industry manufacturers on industry trends
* Guided website setup and online e-commerce sites
* Opened new accounts for reel, apparel and lure manufacturers
* Advised on product advertising and promotion
* Field test all gear and reported back to manufacturers relevant findings

Union Bank of California - San Francisco, CA **11/2006 – 07/2008**

Credit Portfolio Information Services

**Assistant Vice President Business Systems Analyst**

* Calculate and balance corporation wide allocated allowance (reserves) (Business Objects)
* Prepare quarterly board package for Chief Credit Officer (MS Power Point)
* Prepared 2 quarters of audited reports for system conversion to ICRS database thru Quality Assurance (QA) / User Acceptance Testing (UAT).
* Direct in cutover of computer system of record – ICRS (Business Objects) thru accreditation with internal and external auditors.
* Prepare and trouble shoot various credit reports issues sent out to end-users and all IT (network, software, hardware etc) related risks.
* Ensure compliance to Sarbanes Oxley (SOX) regulations and Basel II thru creation of procedure manual.
* Field calls as help desk representative for new ICRS database and provide access to appropriate end user thru securing proper authorization.
* Adjusting accounting journal entries as required ie. Accruals, reversing acct. entries (MS Excel,”Formula link spreadsheets)
* LHFS adjustments and other various accounting reconciliation’s as needed ( MS Excel Based “Formula link model spreadsheets)

Appian Analytics - San Ramon, CA **05/2006 – 09/2006**

**Business Analyst**

* Designed and developed Business Objects (excelsius) dashboards for small/ mid clients
* Data compilation and formatting (MS Excel)
* Market research and survey work. (MR Tables)

Meritage Homes of California, Inc. - Concord, CA **04/2004 – 02/2006**

**Financial Analyst**

* Budgeted all cost for current subdivision projects (MS Excel “Macro and Vlook up linked formula spreadsheet)
* Budgeted and forecast all construction costs for new/potential projects in pro-forma form. (MS Excel “Macro, v-lookup and access link formula spreadsheet)
* Compiled and organized weekly Sales reports for senior management (MS Excel “Excel formula (pivot tables and Vlookup) based input sheet link to excel spreadsheet output)
* Review region monthly/quarterly monthly financial statements to be sent to corporate headquarters
* Developed and maintained yearly and quarterly forecasts/budgets (Password protected Macro and input linked spreadsheet)
* Audited work in progress and CIP spreadsheets (MS Excel “Formula driven speadsheet)
* Compiled regional fixed-asset database
* Compiled and maintained region wide revenue backlog (MS Excel “Password protected, Macro generated spreadsheet – sheet formula linked to excel based output)
* Multiple financial modeling / spreadsheet analysis (MS Excel based modeling)
* Income Statement and Balance Sheet analysis
* Regional product unit sales and revenues forecast and budgeting analysis
* Bank draw and GL reconciliation.
* Completed division wide computer hardware and software inventory audit
* Assisted in headquarter wide computer migration onto single server with IT Team

Independent Work - San Francisco / Orinda CA **06/2002 – 04/2004**

**Independent Contractor**

* Financial Analysis/Strategic Planning / Market Research Analysis
* Prepared and wrote detailed market research reports
* Planned, organized and analyzed intricate financial and budgeting problems

Kimpton Hotel and Restaurant Group, Inc. - San Francisco, CA **12/1999 - 02/2000**

**Internship**

* Auditing of employee’s expense reports, verifying signatures and process of payments
* Analyzed edited and recorded various hotel and restaurant employee feedback for Corporate Human Resource dept.
* Reconciled various accounting records

**Education: UCBerkeley Extension – Certificate in Financial Planning and Analysis Current**

University of Arizona - Tucson, AZ

B.S. in Business and Public Administration majoring in Finance 1997-2002

International Business Certificate Program

Minor in Mandarin Chinese Language

Beijing University - Beijing, People’s Republic of China 2/2000 - 6/2000

Completed intensive language training course

Computer Skills: Microsoft Windows (Office: word, excel, powerpoint etc), AS 400, Business Objects, Excelsius and Oracle Very computer literate.

Civic volunteer on community construction projects/events thru out the San Francisco East Bay.

USTA Mens 4.0 Tennis player (Marin County – East Bay)

Bay Area and California Delta Fisherman

Developed/trained with professional athletes in various competition level sports

Ex: Varsity football and Collegiate / Men’s Rugby club player

Boy Scouts of America – Eagle Scout Troop 237