

# Daniel Yi

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## EDUCATION

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### California State University, Long Beach

Dec 2017

Bachelor of Science in Management Information Systems

- Systems Analysis and Design | Application Programming (Java / Python) | Database Management (SQL)

## SKILLS

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- Languages: Intermediate - HTML, CSS, JavaScript ; Basic - Python, SQL
- Frameworks: React
- Tools: Git, NPM, Webpack

## EXPERIENCE

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### Associated Builders and Contractors of Southern California

Feb 2019 – Present

Accountant

Anaheim, CA

- Create invoices in QuickBooks to properly document all accounts receivables. Supplement with journal entries to accurately account for income.
- Manage reports that determine which contractors have a legal obligation to pay in order to follow the ERISA standards.
- Assist member contractors by providing information on prevailing wage so that they can be in compliance with State/Federal regulations.
- Submit monthly reports to the Trustees to support their fiduciary responsibilities.
- Run reports to compile past due statements, coordinate with departments regarding collections, and to label contractors delinquent for not being in compliance.
- Create and send out monthly invoices based on reports given by other departments.
- Process purchase order requests by creating a report that provides the cost allocation by entity and account.
- Reconcile multiple entities/banks/accounts on a monthly basis.

### All Metro Inc.

Sept 2018 – Feb 2019

Real Estate Broker Assistant

Orange, CA

- Manage daily calendar, handle phone calls, perform general office duties, and prepare client files in order to create a smooth and efficient work process for the broker.
- Prepare market analysis, materials for client meetings, and schedule open houses under a licensed broker to learn the responsibilities and procedures.
- Manage marketing by handling social media, brochures, and editing and updating listings on online channels.

### Red Envelope

Feb 2018 - Feb 2019

Manager

Irvine, CA

- Responsible for managing inventory and coordinating with the regional manager to be prepared for varying demand depending on the day.
- Manage a small team of cooks by pacing and directing them to work efficiently to achieve satisfactory sales.
- Delegate tasks based on team member's strengths and weaknesses to efficiently complete high volume orders.
- Train new cooks on safety, workflow, and basic to advanced procedures to create a safe and positive working environment.