

Julia Nguyen

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PROFESSIONAL SUMMARY

- Emerging Business professional completing a bachelor's degree in Business Economics and Accounting
- Knowledgeable in bookkeeping and offering neat and organized workspaces
- Assisted and communicated with clients/customers to ensure satisfaction
- Capable of learning quickly and working in a fast paced environments

EDUCATION

Bachelor of Science in Business Economics, Minor in Accounting
Expected Graduation June 2026
University of California San Diego, San Diego, CA

WORK/VOLUNTEER EXPERIENCE

TJ Tax Solutions / Intern

June 2023 – September 2023

Judy Bui, Garden Grove, CA

- Recorded companies' checks and ledgers into QuickBooks
- Inputted and submitted companies' payroll into the EDD website
- Scanned documents and organized them into the business's system
- Sorted and organized companies' 941 forms and got them ready to be mailed

DD's Discounts / Retail Associate

July 2022 – September 2022

Jessica, Anaheim, CA

- Operated the cash register by handling purchases, returns, and discounts
- Established an efficient and timely system through purchases and returns ensuring customers' satisfaction
- Stocked, organized, and replenished inventory in a presentable fashion
- Aided customers with the dressing room and being on high alert for theft

Pho Bucks / Waitress & Busser

May 2021 – August 2021

Anh Phan, Santa Ana, CA

- Greeted and attended to customers' needs and questions
- Assembles guests' side dishes and drinks, serving them in a timely and organized manner
- Ensured a sanitary restaurant by gathering dishes, wiping down tables/counters, sweeping, and wiping dishes dry
- Communicated with coworkers to guarantee a safe and accident-free environment

SKILLS

Soft Skills: Time Management, Organized, HTML, CSS, JavaScript

Hard Skills: Inventory, Bookkeeping, First Aid/CPR, Google Suite