

# JESSICA NGUYEN

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## OBJECTIVE:

Specifically seeking general business and management information systems position that fully utilizes my extensive knowledge, skills, and abilities

## CORE SKILLS & KNOWLEDGE

Applications: Financial application, Microsoft Office 365 – Excel, Word, PowerPoints, Outlook and OneNote, Internet Explorer, Google, and Other.

Operating Systems: Window 10/11

Skills: Bilingualism; Creativitive; Problem-solver; Communication skills; Detail-oriented;

- Knowledge in information technology facilitates organizations to achieve its goals and solve problems
- Ability to use the latest tools of information technology to solve problems
- Design presentations and documents to present for school boards
- Familiar with advanced use of spreadsheet and database software, networking technologies, web and application programming languages, and business analytics methods
- Understand the basic principles of financial and managerial accounting
- Knowledge in preparation and use of the income statement, balance sheet, and statement of funds flow for corporations
- Perform analysis and recording of transactions involving cash, inventories, fixed assets, bonds, and capital stock as well as closing, adjusting and reversing entries for revenue and expense item
- Understand the relationship between supplies and demand, marketing strategy, and factors influencing marketing decisions
- Knowledge of fundamental concepts in financial management
- Knowledge of Accounting Cycles and ability to prepare Trial Balance and Financial Statements
- Work well as part of a team or as an individual

## EDUCATION

College: The University of Oklahoma- Michael F. Price College of Business  
Norman, OK

Major: BBA: Management Information Systems/General Business

Degree: Expected graduate in May 2024

School: Westmoore High School, Oklahoma City, OK  
High School Diploma  
Graduated in May 2020

## COURSE WORKS

- MKT 3013 (Principles of Marketing)
- MIS 2113 (Computer-Based Info Systems)
- ACCT 2113 & 2123 (Financial & Managerial Accounting)
- FIN 2303 (Business Finance)
- MATH 1743 (Business Calculus)

## HONORS & ACTIVITIES

University Awards:

- Dean's List Honoree
- Business Scholarship Recipient
- Sower Award RTW Recipient
- Crimson Commitment Recipient

High School Awards:

- Honor Roll (2016-2020)
- Westmoore High School's Asian American Society Scholarship Recipient
- Leadership Class (2019-2020)

## WORK EXPERIENCE:

2T Nails & Spa |  
Blanchard, OK

**Duties:** *Front-Desk Receptionist*

- I gained knowledge and skills in customer service with fast-paced receptionist operations. I gained the ability to use a POS system to check customers out.
- Provides professional accounting services in research, analysis, and reconciling of the monthly SF224 Statement of Transactions.
- I had the opportunity to interact with different people of unique backgrounds through my 2 years of experience.