

Michael Lin
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Objective

To obtain a position with an opportunity to grow and to pursue knowledge in a challenging and professional work environment

Professional Experience

Thrive Market Inc. – Accounts Payable, Accounts Receivable

January 2019 – November 2022

- Handling over 100+ vendors
- Making sure all vendors get paid on time based on payment terms
- In communication with various departments as well as our facility center and vendors
- Reconciling our bank and expense accounts
- Performing audit requests and providing backup to help run the process smoothly
- Being able to mass produce invoices for customers on a daily basis
- Calculating rebate bill backs

Wokcano Pasadena Restaurant and Lounge - Host, Busser, Server, and Delivery Driver

September 2010 – November 2017

Skills and Professional Assets

- Bilingual (Fluent in English and Cantonese)
- Excellent in customer services
- Goal orientated and self-motivated
- Strong team player and great work ethics
- Efficient Organization Skills
- Strong and complex problem solver
- Extremely flexible and resourceful
- Determined and able to adapt really well
- Punctual and Responsible
- Experienced in Software such as Word, Excel, Powerpoint, and POS systems.

Higher Education

University of California, Riverside – B.S. in Economics

Completed June 2018

University of California, Los Angeles - Full Stack Developer Bootcamp

Completed May 2023

- Active Student Leaders: Fundraiser Chair 2012-2013
- Future Business Leaders of America
- Licensed in Life and Health Insurance
- **References** - Upon Request