

Accountant / Executive Assistant Accountant / Executive Assistant Accountant / Executive Assistant
- Jennie C. Li CPA Firm Lake Forest, CA Work Experience Accountant / Executive Assistant Jennie
C. Li CPA Firm - Irvine, CA 2018 to Present Bookkeeping for corporations using Quickbooks
Generating and analyzing financial reports Preparing and filing business annual payroll, tax forms
and other documents Preparing and filing individual and corporation tax returns using Lacerte, ITO
Consulting clients on tax related matters Project Manager / Executive Assistant Robinson Pharma,
INC - Costa Mesa, CA 2010 to 2012 Managing nutraceutical large scaled projects involving
schedule planning, logistic and billing Assisting CEO and VPs on special projects: launching new
brand products, open retail store, etc Shimokaji Associate Intellectual Property Law Firm Irvine, CA
2010 to 2010 Project Manager / Marketing Specialist Preparing and filing patent cases
Maintaining company's website in multiple languages Promoting company website through online
advertising and keywords design Project Manager / IT Support Lion Travel, Global LLC - San Gabriel,
CA May 2008 to September 2009 Designing local and international tour group itinerary including
logistic, scheduling and billing IT support for staff and maintaining company website IT Specialist
Globe Telecommunication - Monterey Park, CA August 2002 to December 2007 Remote
controlling switch system and generated billing reports via SQL & Excel Responsible for training
new hires and developing carrier relationships Education BS in International Business
management/Marketing California State University 2008 Skills Accounts Payable, accounting,
Quickbooks, Payroll, credit

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