Viki Chen

www.vikichen.com

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EDUCATION

UNIVERSITY OF CALIFORNIA BERKELEY EXTENSION

Certification in UX/UI Design

Feb 2021 - Aug 2021

UNIVERSITY OF CALIFORNIA SANTA BARBARA (UCSB)

B.A. in Psychology

Minor in Applied Psychology

2012 - 2015

SKILLS

Pototyping
Mobile design
Web design
Wireframes
User Research
Usability Testing
HTML
CSS
Javascript

EXPERIENCE

Sientra, Inc.

Santa Barbara, CA

Dec 2018 – Present

Senior Collections Specialist

- Prepare weekly status reports for Sales Directors and Revenue Operations team
- Manage month end reporting
- Establish and proceed to manage collection cycle
- Complete quarterly bad debt reserve analysis and write-offs
- Support financial and SOX audit pulls

Curvature, Inc

Santa Barbara, CA

Jul 2015 - Dec 2018

Accounts Receivable Specialist

- Analyzed financial statements to establish customer's payment terms
- Managed the month-end close process
- Resolved accounting issues e.g. payment reconciliations

UCSB Cultural Psychology Lab

Santa Barbara, CA

Sep 2013- June 2015

Research Assistant

- Supervised and conducted research studies on campus and in nearby communities
- Responsible for scheduling participants and instructing subjects without exposing the studies
- Coded, analyzed, and organized collected data
- Worked closely with graduate students and professor to communicate and discuss research findings

Mazars Accounting and Consulting Firm

Warsaw, Poland

Aug 2013- Sep 2013

Business Development Intern

- Conducted research on foreign investments and businesses in Central Europe to better understand the market

Chan Chao International Co., Ltd

Taipei, Taiwan

June 2012-Aug 2012

Marketing Intern

- Assisted in organizing three different international trade exhibitions within my three months of internship