**Aung K. Moe**

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**Job Objective:**

Seeking for administrative or office related or accounting/finance related positions using my educational background and work experience in accounting, business, and finance.

**Summary of Qualifications:**

* Expertise in financial analysis, accounting and financial reporting, and adjusting journal entries.
* Strong technical skills and background in finance and accounting related fields.
* Excellent communication skills and willing to work in teams and groups

**Education:**

California State University, Fullerton

B.A. in Business Administration, Concentration in Accounting and Finance 2013

**Related Coursework:**

*Intermediate Accounting 1& 2 Cost Accounting Federal Income Tax &Concepts*

*Financial Statement Analysis Financial Forecasting Budgeting*

*Working Capital Management Business Statistics Applied Management Science*

*Financial Auditing Internal Auditing Accounting Information Systems*

*Strategic Management Financial Management Investment*

**Related Experience:**

IRS Volunteer Tax Assistance Program, Orange County, CA January 2013 – March 2013

*Volunteer Tax Preparer*

* Prepared individual income tax returns for low-income individuals and working professionals.
* Helped new volunteers in filing tax returns.
* Assisted as peer reviewer for prepared income taxes.
* Corrected any miss entered information before submission.
* Worked closely with Site Coordinator and other volunteers and developed great working relationship with them.

**Award:**

Cal State Fullerton Center of Insurance Studies case contest (Title: Costco’s Risk Management Analysis)

**Related Projects:**

* Audited Cerritos Chamber of Commerce to consult and give recommendations on their member acquisitions process and how to gain memberships. (April 2013)
* Performed financial analysis of Costco Wholesale Corp. to give financial forecasting for the next 3 years including recommendations. (April 2013)
* Performed strategic analysis of RadioShack Corporation to examine the current problems, and gave recommendations and detailed action plans including timeline. (June 2013)

**Skills:**

Proficient in QuickBooks, M.S. Excel, Word, Access, PowerPoint, Outlook, Visual Basic, H&R Block Tax Software (Home & Business),and ACL Software.

**Activity:**

Cal State Fullerton Finance Association Member (January 2012 – December 2012)

**Languages:**

Burmese & English