



Andrew Liu

Work Experience



Orchard Supply Hardware
Accounts Payable Specialist

July 2016-January 2017

- Paid off around 2,000 invoices every month
- Coordinated with vendors through email and phone concerning billing.

Robert Half International

Contractor

Box, Inc.

May 2016-August 2016

- Applied over 2,000 bank payments to customer accounts using Zuora.
- Provided billing support by phone and Zendesk to 500 customers (e.g. vendor forms & bad debt).
- Managed customer's accounts, provided customer support, and recorded contract details using Salesforce.

Argonaut Inc.

May 2016

- Validated 85% of the company's accounts payable transactions from the previous four months.
- Linked over 500 approved accounts payable charges to the company's bank statements.

Mid-Peninsula Orthodontics

June 2007-August 2010

Dental Assistant

- Assisted orthodontist during patient procedures.
- Helped office managers organize and process medical files and billing of patients.

Education



Syracuse University

August 2012-May 2016

Received a Bachelor of Science degree at the Martin J. Whitman School of Management.

GPA: 3.45, SU Dean's List

Member of National Society of Collegiate Scholars

Leadership and Community Service



OSF-Organization of Special Need Families June 2011-August 2012

Volunteer Camp Counselor

- Coordinated with other counselors to plan a week of summer camp activities for 50 kids with disabilities
- Helped lead group exercises and supervised over 100 campers and volunteers.

ASIA-Asian Students in America

August 2014-May 2016

Member/Mentor

- Encouraged diversity and culture through events and community service.
- Looked over and mentored a younger college student.

Contact



Los Altos



ajliu@syr.edu



(650) 450 - 3345

Language

English

Mandarin

Skills

Word, Powerpoint, & Excel

Lawson

Zuora

Zendesk

Salesforce

Tech Support

Interests

Basketball

Hiking

Drone Flying

Badminton