

Education

Baruch College, Zicklin School of Business	New York, NY
<i>Master of Science in Accountancy</i>	2018-2019
<ul style="list-style-type: none">Cumulative GPA:3.64/4.00; CPA Eligible-150 credits obtained- Studying for exams	
<i>Bachelor of Business Administration, Accountancy</i>	2016-2018

Experience

Sandy S. Moi, CPA, LLC	New York, NY
<i>Internship</i>	03/18-11/19
<ul style="list-style-type: none">Interviewed clients and analyzed information to prepare income tax returns for more than 200 clientsPrepared quarterly and annual tax accruals and effective tax rate analysis using LacertePreformed corporation tax work papers and analyzed book-tax differences using Excel and QuickBooksAchieved monthly bank reconciliation, financial statements, adjusting entries and month-end closing for 20+ companies	
Queensborough Community College	New York, NY
<i>College Assistant, Tutoring Center</i>	02/17-03/18
<ul style="list-style-type: none">Assisted student learning via individual and weekly tutoring sessions of accounting materialPrepared lectures and held office hours	
<i>College Assistant, Accounting Department</i>	09/15-05/16
<ul style="list-style-type: none">Posted financial data to appropriate accounts in an automated accounting systemDogfood CUNYFirst Student Financials to validate product functionality and system stabilitySupported students acquiring a better understanding of weak areas in writing and reading	
Human Resource Administration of New York	New York, NY
<i>Internship</i>	08/16-05/17
<ul style="list-style-type: none">Worked with the director to enhance contract management report for auditing purposesIndependently monitored contracts including reconciling FMS, OCBM, Ledger Sheets and Contract Management SystemAudited all contract reports and invoices on a weekly basis	
Best Buy	New York, NY
<i>Customer Service Representative</i>	09/15-03/16
<ul style="list-style-type: none">Responsible for customer service including addressing questions about products, providing solutions to credit card issuesRecommended potential products or services to management by collecting customer information and analyzing customer needsProvided translation assistance for English and Chinese-speaking customers on a daily basis	

Skills

Professional: Sales tax, Corporate tax planning, Tax Compliance
Software: Microsoft Suite, QuickBooks Desktop, Lacerte, OCBM