**Jing Wang**

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**WORK EXPERIENCE**

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| **AMAX Engineering Corporation March 2008 – Present**  *Accounts Payable Fremont, California*  ▪ Review and code weekly expense invoices with appropriate documents and getting approvals for the payments | | |
| ▪ | Reviewing and reconciling vendor statements | |
| ▪ | Setting up weekly wire and ACH payments | |
| ▪ | Paying weekly expense payments online by credit card | |
| ▪ | Processing PO invoices using 3-way matching and resolving invoice discrepancies | |
| ▪ | Processing weekly check-run per payment term | |
| ▪ | Processing and recording monthly credit card payment | |
| ▪ | Processing drop ship orders | |
| ▪ | Reconciling freight bills, including FedEx, UPS, Great world, JIT, and Team Worldwide | |
| ▪ | Responding to vendor’s and internal department’s inquiries | |
| ▪ | Posting to the General Ledger every month-end | |
| ▪ | Preparing expense accrual report for monthly closing report | |
| ▪ | Setting up new payees, including wire template and maintaining W9 files | |
| ▪ | Filing invoices and weekly payments | |
| ▪ Preparing 1099    **AMAX Engineering Corporation March 2001 – March 2008**  *Customer Service Clerk Fremont, California*  ▪ Reviewing RTV Inventory Report for stock  ▪ Working with various vendors to generate RMA numbers to return defective parts  ▪ Controlling P/N and forwarding RTV parts to the shipping department for processing  ▪ Answering and resolving customer phone calls regarding their problems and concerns  ▪ Resolving disagreements between customers and vendors to the upmost satisfaction  **EDUCATION** | | |
| **Mission College** | | **May 27, 2011** |
| *Associate of Science, Accounting* | | *Santa Clara, California* |
| **Mission College** | | **May 28, 1999** |
| *Associate of Arts, Liberal Studies*    **SKILLS** | | *Santa Clara, California* |

▪ Bilingual in English and Chinese

▪ MS Office (Excel, Word, Outlook)

▪ PeopleSoft

▪ Strong communication, customer service, and customer relation skills ▪ First Aid