

# GIANG NGO

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## **OBJECTIVE:**

To build upon my existing financial accounting skill set in analytical and transaction execution, leading to the responsibility of manager.

## **EDUCATION:**

### **Pennsylvania State University**

B.S., Major: Accounting

GPA 3.50

May 2015  
Middletown, PA

### **Harrisburg Area Community College**

A.A., Major: Business Administration

May 2013  
Harrisburg, PA

## **ACCOUNTING EXPERIENCE:**

### **Capital Area Transit**

Accounting Intern

August 2014 to Present  
Harrisburg, PA

- Deposited checks remotely and post to account receivables.
- Performed bank reconciliations.
- Audited ticket sales transactions.
- Recorded journal entries and updated the general ledger.
- Assisted with weekly payroll duties.
- Utilized Sage MAS 200 accounting system in performance of duties.

## **OTHER EXPERIENCE:**

### **Freedom Toyota Scion Dodge Chrysler Jeep**

Service Assistant/Transporter

October 2009 to June 2014  
Harrisburg, PA

- Provided customer service.
- Served as first customer contact in the vehicle service area.
- Coordinated daily service schedule with service team members.
- Responsible for assigning jobs to service technicians.
- Resolved customer issues and scheduling conflicts.
- Worked an average of 40 hours per week while carrying full course load at Penn State.

### **Old Country Buffet**

Cashier/Server/Cook

June 2006 to October 2009  
Harrisburg, PA

## **OTHER SKILLS:**

- Proficient in Word, Access, Power Point, and Expression.
- Advanced Excel skills: including custom functions, macros, private & sub forms, problem solver, pivot table, vlookup, frequency, financial accounting, and minor supply chain models.
- Fluent in Vietnamese.

## **HONORS:**

Penn State University Dean's List

The Zoffinger FTF Trustee Scholarship

## **ACTIVITIES:**

Penn State Accounting Club, Member

Participated in various community cleanup efforts for goodwill.

August 2014 to May 2015  
September 2004 to May 2008

REFERENCES AND TRANSCRIPTS AVAILABLE UPON REQUEST