

ADRIENE WONG

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OBJECTIVE: To obtain a challenging occupation in a learning environment that utilizes my work ethic and strong research and analytical skills.

EDUCATION: University of California, Davis
B.A., International Relations, June 2006

COURSES:

- Financial Accounting
- Micro & Macro Economics

EXPERIENCE:

Finance Intern, Heritage Bank of Commerce, San Jose, CA, (October 2006 to present)

- Conduct research of loan information by analyzing historical loan records
- Utilize Excel for compilation and analysis of loan information
- Assist other accounting related projects

Customer Service Representative/Account Executive, ASAP Print & Copy, Campbell, CA, (February 1995 to October 2006)

- Welcome new clients and maintain customer relations
- Provide customer service and fulfilling customer orders
- Conduct various finance and accounting activities utilizing Excel and accounting software
- Provide summary and analysis of monthly revenues and expenses utilizing Excel and Word
- Maintain day to day office tasks and clerical activities

Information and Access Controller, University of California, Davis, Davis, CA, (August 2004- February 2005)

- Provided customer service and maintained client base
- Membership sales and fulfilled customer's requests

Finance Assistant, Scios, Fremont, CA, (January - June 2003)

- Provided support for the finance/accounting department
- Maintained and organized client records

SKILLS:

- Microsoft Office (Word, Excel, and PowerPoint)
- 70 WPM w/ accuracy

REFERENCES: Available upon request