Cindy Duong

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# EDUCATION

## California State University, Los Angeles

*Bachelor of Science in B.A., option in Accounting Graduated 2021*

Minor in Economics

Honors Dean’s List 2016, 2017, 2021

# SKILLS

* Microsoft Office (Word, Excel, PowerPoint) and Google Programs (Docs, Sheets, Slides)
* Team and Project Management
* Client Relations

# EXPERIENCE

## Crowe LLP Los Angeles, CA

*Audit Associate, Accounting – Financial Services Industry* January 2022 – April 2024

* Assisted with executing audit engagements for large, accelerated filer banks, private banks, factoring companies, and benefit plans (assisted with commercial company inventory counts)
* Performed and documented control process walkthroughs and narratives by taking detailed notes and asking clarifying questions with the control operators to corroborate each step with evidentiary support (experience in controls include deposit set-up, deposit rate changes, account file maintenance, securities transaction recording, journal entries, SL/GL reconciliations, bank reconciliations, factoring agreement origination, invoice revenue recording, and some entity level controls)
* Evaluated and tested internal controls to assess their effectiveness in preventing and detecting errors or fraud; provided recommendations to clients for strengthening internal controls and ensuring compliance with regulations (SOX, COSO, ASC 606) (experience in controls are included in the above bullet; tested internal controls for key attributes such as verifying accuracy, recalculating amounts, segregation of duties, compliance with company policies and dollar thresholds)
* Performed substantive and analytical testing over various areas of the financial statements to validate the completeness and accuracy of those areas
* Assisted with preparing risk assessment, audit plan programs, and audit reports
* Reviewed Statement on Standards for Accounting and Reviewed (SSARS) No. 21 by reviewing documents and exercising professional skepticism
* Drafted, reviewed and analyzed financial statements to identify discrepancies and trends
* Oversaw 1-2 staff(s) a week per client engagement
* Researched and assisted with resolving logistical issues that arose during the audit engagements
* Collaborated with 1 to 2 teams each week on different projects and assurances to make sure reports are done on a timely manner (team size varies from 2 to 6 individuals)

## Johnson & Johnson Los Angeles, CA

*Finance Internship – Consumer: Skin Health West* June 2020 – August 2020

* Collaborated with the Marketing Summer Associate on the Neutrogena Makeup Clear Coverage launch through preparing and analyzing three different investment scenarios that impact sales profitability and provided a recommendation on the best path forward for business
* Created 5 financial acumen training courses that new employees rely on and cross functional partners use to increase their ability to make financially driven decisions
* Analyzed the Brand Marketing Expense tracker in collaboration with the marketing team to help them reconcile their budget and optimize their promotional plan

## City of Los Angeles: Employee Retirement Systems Los Angeles, CA

*Legal Processing Administrative Assistant* July 2019 – May 2020

* Processed 15 legal documents per day by generating memorandums and sending necessary information to the City Attorneys to increase work flow efficiency
* Updated all members on the status of their account by generating formatted and customized correspondences to decrease account discrepancies and lessen account support work load.
* Performed periodic updates for 2-4 different systems that all legal divisions rely on to process confidential legal documents and review member information.