


Edwin Kim

124 Spinnaker Cove, Hercules, CA 

94547

(510)672-0066 

edwinkim124@gmail.com 

linkedin.com/in/edwinkim97/ 

A coachable, driven, and adaptable recent UCLA graduate who is currently seeking opportunities to advance my career within an exciting and dynamic environment. Focused on positions that will increase my practical experience with business and client-based ventures. Very articulate in both verbal and written communication. Background includes work with university patrons, basic real estate accounting, and sports social media. Above all, eager to contribute, learn, and grow as part of a successful company.

Experience

JULY 2019 – MARCH 2021

Staff Accountant / The Mat West Company, Sherman Oaks

- Prepared weekly and monthly journal entries using GAAP principles
- Reviewed intra- and inter-company transactions with AP and AR departments
- Furnished monthly bank reconciliations, vacancy reports, and investment summaries
- Handled cashiering duties which involved daily check deposits, processor reports, and delinquent payments

SEPTEMBER 2018 – MARCH 2019

Field Operations Student Assistant / UCLA Transportation Services, Los Angeles

- Guided and assisted visitors around UCLA's campus
- Coordinated parking for many events such as concerts and sports
- Tendered cash and provided parking permits to visitors

FEBRUARY 2018 – JUNE 2018

Social Media Intern / Advanced Sports Media Group, LLC

- Managed Twitter, Instagram, and Facebook accounts of Fast Pitch News and The Open Mat
- Organized contact information spreadsheets for club coaches and players
- Created and scheduled informational and promotional email blasts

Education

SEPTEMBER 2015 – JUNE 2019

International Development Studies, B.A. / UCLA

- Environmental Engineering Minor
- Specialized in Middle Eastern, Southeast Asian, and South American development

Activities

- Covered the women's water polo and men's soccer team during my time with UCLA's school newspaper, the Daily Bruin
 - <https://dailybruin.com/author/edwin-kim/>
 - Represented UCLA as a player for the University's Club Basketball Team
 - Served on the executive board for the Phi Kappa Psi (ΦΚΨ) Fraternity
-

Skills

- | | |
|---|---|
| • Proficient with Microsoft Word, Excel, and PowerPoint | • General Accounting/Bookkeeping |
| • Knowledge of Yardi Software | • Writing, Editing, and Proofreading |
| | • Adaptability, Communication, Teamwork |
-