

HUGH LEOW

hughleow@gmail.com | Cell: (917) 658-8582 | hughleow.com | GitHub: HCL212

Education

Hunter College-City University of New York

Bachelor's Degree-Computer Science

Major GPA: 3.36

September 2016 – (Expected) 2019

Hunter College-City University of New York

Bachelor's Degree-Creative Writing

Minor: Art History

September 2007 – May 2011

Skills

Languages: C++

Technologies: HTML/CSS, Git, Vim

Operating Systems: Linux, Windows

Other: Conversational Chinese (Cantonese), JD Edwards, SAP, Microsoft Office

Projects

Library System (C++)

- Developed a library program in C++ which stores users/books data and also allows the user to perform various functions you would find at your local library such as browsing, recommendations (unique to user), checkout, renew, or return books, among many others.

JackBlack (C++)

- Modified blackjack game developed in C++ that the user can play in the terminal against customizable AI and decks that the user can choose from with three different types of cards (words, numbers, symbols) all worth different amount of points based on in-game rules.

Experience

Toyota Tsusho America Inc.

June 2011 – July 2016

Finance Assistant

- Consolidate and calculate daily cash flow needs using various Excel cash sheets. Make necessary loans required to satisfy daily operations for whole company and 13 subsidiaries under cash pooling accounts.
- Create monthly loan reports detailing all outstanding balances in domestic and foreign currencies in addition to daily cash position reports for multiple banks and sending final spreadsheets to upper management in the U.S and Japan.
- Assist with month end closing tasks including reconciliations of all domestic and foreign entries, subledger reports, and multiple bank reconciliations.
- Book foreign exchange contracts when requested. Reconcile and exercise the contract when it's due.
- Double check and release all Letter of Credits applications and amendments. Ensure and monitor all payments with and without discrepancies are paid punctually.
- Supervise and train employees within the Finance department for daily responsibilities.

Toyota Tsusho America Inc.

September 2007 – June 2011

Part-time Intern

- Process, enter, and monitor all cash receipts for all incoming deposits including lockbox checks, ACH credits and incoming wires.
- Prepare and enter daily payments made for ACH, check, and wires, including foreign currencies settlements.
- Troubleshoot and assist all inquiries related to cash management from various offices and departments company-wide.
- Double check and communicate with sales accountants for overdue vouchers daily.
- Implemented a filing system for all accounts receivable/payable batches.
- Alternate and perform all financially related tasks with 5 other colleagues daily due to large volume of transactions company-wide.