

Jia Hui (Emmy) Su

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EDUCATION

University of California, Los Angeles

B.S in Statistics and Data Science

Los Angeles, California

Expected Graduation: June 2025

COURSEWORK

Statistics and Math: Data Analysis and Regression • Statistical Consulting • Design and Analysis of Experiment • Statistical Models and Data Mining • Mathematical Statistics • Monte Carlo Methods

WORK EXPERIENCE

Price Center-Entrepreneurial

Program Assistant

Los Angeles, California

May 2023 – Present

- Manage and maintain accurate records of financial transactions by entering checks in account books.
- Proficiently work on Excel spreadsheets to enter and organize data.
- Manage and monitor storage inventory to ensure optimal organization and accessibility.

Ernst & Young

Tax Intern

San Francisco, California

June 2024 – Aug 2024

- Verified receipt of K-1s from entities and updated K-1 tracking list in Excel.
- Cross-checked items in K-1 forms using SurePrep, added notes for irregularities and signed off K-1s in the system.
- Created Excel sheets to organize checks by adding detailed descriptions of transactions.
- Completed AICPA checklists for entities for which we prepare tax returns.
- Created client data request lists to streamline future audit and tax preparations.
- Cleaned and corrected formulas in 1065 partnership Excel work papers.

Pangaea Studios

Finance Operations Intern

Los Angeles, California

Sep 2023 – Nov 2023

- Conducted monthly cash flow statements and helped identify opportunities for cost reduction.
- Assisted in preparing end-of-month closing statements, and ensured accurate and timely financial reporting.
- Utilized Quickbooks for data entries and expense tracking for financial reports.
- Contributed to event planning by researching vendors and negotiating for budgeting.
- Assisted with contract signing and management for various vendors.

SKILLS

R Software, Python, SQL, Microsoft Excel, Quickbooks, Customer Service.