

# HA PHAN

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## EDUCATION

### **DePaul University, Chicago, IL**

Master of Accountancy, November 2009

Cumulative GPA: 3.8 (4.0 scale)

### **Manchester College, North Manchester, IN**

Bachelor of Science Degree in Accounting and Finance, May 2008

Cumulative GPA: 3.8 (4.0 scale)

## EXPERIENCE

2020 - Present

### **Senior Manager**

#### ***CSC Corptax***

- Created and maintained multiple databases for Education Finance Department
- Paid great attention to details in updating loans' status and default fee database
- Designed numerous flow charts for department's standard operating procedures

2013 - 2020

### **Lead Engagement Manager**

#### ***CSC Corptax***

- Prepared and evaluated fixed assets schedules for year-end audit
- Assisted accounting manager with preparation of supporting documents for auditors
- Acquired knowledge of accounting systems through executing basic accounting tasks

2011 - 2013

### **Senior Consultant**

#### ***CSC Corptax, Chicago, IL***

- Organized student programs for 5 – 200 attendants
- Supervised approximately 20 Minority Student Leadership Award recipients
- Responded to inquiries regarding Office of Multicultural Affairs

2009 - 2011

### **Consultant**

#### ***CSC Corptax, Chicago, IL***

- Automated pricing worksheet for commercial loans to analyze multiple scenarios
- Performed cost comparison analysis and accounting recalculations
- Gained familiarity with the financial statements by assisting in preparation