

LINDA VONG

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EDUCATION

University of California, Irvine

B.A., Business Economics & Psychology

March 2014

Santa Ana College

Paralegal Certificate

June 2017

SKILLS

Computer: Proficient in Microsoft Office Suite, Kuali Finance System (KFS), ADP EV5 (Payroll), and CMS (Money Network Paycard System)
Familiar with LexisNexis, Academic Personnel (AP) Recruit program and STATA

Languages: Fluent in Vietnamese; Conversational Cantonese

WORK EXPERIENCE

University of California, Irvine

Irvine, CA

Finance Analyst

October 2016 to Present

- Reduce Department's annual telephone expense by 10% by auditing and reconciling department's usage
- Identify discrepancy on the ledger through reconciliation of 1.5 years of data
- Analyze and interpret UC Policies and Procedures as they relate to Accounting in the administration of federal, state and private contracts and grants
- Responsible for day-to-day management, analysis and monitoring of all financial transactions related to personnel/payroll, purchasing, accounts payable, accounts receivable, and other department functions
- Prepare monthly reconciliation of ledgers for all department accounts in a timely manner
- Identify and initiate on-line fund and expense transfers, and contact accounting with questionable expenses
- Analyze existing budgets, plan for new allocations, make recommendations to the Department Administrator, and implement decisions
- Design and complete special reports related to long-range budget plans
- Balance the budget by generating the necessary financial transactions to bring permanent budget into alignment

Administrative Assistant II

September 2015 to October 2016

As a recruitment coordinator for three (3) hiring committees:

- Communicated with potential candidates about the positions and guided them through the application process
- Arranged candidates visit to the UCI Medical Center by coordinating air flight, lodging, and daily agenda
- Calendared committees meeting and answered any questions committee members may have on the candidates' application process

As an administrative and billing assistant:

- Analyzed data for managers and directors per their request; create graphs and tables per their presentation needs
- Arranged monthly faculty meetings and safety committee meetings
- Processed interdepartment and intercampus recharges in the Kuali Financial System
- Redacted patients' information when required by HIPAA and University's policy
- Reconciled missing order entry and billing report so that the correct charges are being billed to clients monthly
- Discovered incorrect data retrieval by a (outsourced) billing company whom the Department works with, and the issue was brought to the Billing Manager's attention.

As a project manager:

Project: UCI 1st Annual Hematology Symposium

- Coordinated UCI 1st Annual Hematology Symposium (Apr 30, 2016) which had over 50+ attendees
- Partnered with a 3rd party vendor and UCI Cashier coordinator to set up a registration site
- Communicated with the UC Irvine Continuing Medical Education Office to ensure all documentations and materials for the symposium are completed and approved
- Worked with the symposium Director and Marketing to ensure the symposium was advertised to primary physicians, nurses, physicians interested in hematology

Eastridge Workforce

The Wet Seal Retail, Inc.

Foothill Ranch, CA

Payroll Administrator

May 2014 to December 2014

- Assisted the Payroll Manager and Payroll Lead in streamlining the Payroll's process by contacting ADP representative on alternative methods we may take for pay processing

- Rectified missing data in general ledger for Accounting
- Identified problems with the new hiring system (PeopleSoft) which affected the payroll of new hires
 - Developed solutions with Payroll Manager and HRIS Analyst Manager
- Analyzed employees' timesheet for fraud and pay investigations
- Responded to garnishment notices and calculated how much to withhold from employee's disposable income
- Processed the withholding and releasing of garnishments
- Processed and delivered final pays to the employees within the time frame as designated by their states' jurisdiction
- Ran audit reports to ensure that 5000+ employees have been paid properly and accordingly as outlined by state and federal regulations

Payroll Clerk

February 2014 to May 2014

- Created a training guide for the Payroll Clerk position at Wet Seal
- Created letter templates for garnishment notice and response to employees, attorneys, and levying officers
- Responded to garnishment notices and calculated how much to withhold from employee's disposable income
- Entered and updated employees personal, payroll, and tax information in the ADP system

Parker Hannifin, Control System Division

Irvine, CA

Human Resources Intern

June 2012 to August 2013

- Introduced and implemented a new tool for leadership development initiatives in the company
- Assisted in the preparation and planning of the division's Leadership Mentoring Program
- Attended LEAN trainings to understand the process on how to make tasks more streamlined and efficient
- Participated in a LEAN group whose goal was to restructure the software which creates, administers, and track trainings completed by employees
- Eliminated paper invoices for the Finance Department by contacting the company's suppliers and informing them that we now had electronic invoice generated
- Scheduled and participated in panel interviews with potential new hires and made evaluation on their qualification
- Ensured technicians and engineers have taken courses required by the FAA

RESEARCH EXPERIENCE

University of California, Irvine

Irvine, CA

Economics Honor Research

September 2012 to Spring 2013

- A two-quarter Economic research on how perception affects individual's level of happiness in the BRIC countries. The BRIC countries perception to fairness and social mobility differs widely from one another and hence the interpretations are not universal.

Cognitive Psychometric Lab

Irvine, CA

Research Assistant

February 2012 to June 2013

- Assisted graduate students with their research by running memory experiments to subjects
- Organized and entered data into excel spreadsheet in a timely manner for graduate students so that they can make a theoretical analysis
- Maintained confidentiality and assigned credits to subjects
- Participated in graduates' discussion of their current research and papers on cultural consensus and memories models

VOLUNTEER WORK

WISEPlace

Santa Ana, CA

Volunteer

July 2016 to Present

- Runs the women's shelter clothing boutique and market
- Provides the residents with advice on what to wear to a job interview, banquet, etc.

Legal Aid Society of Orange County

Santa Ana, CA

Expungement Clinic Volunteer and Family Law Intern

June 2016 to Present

Expungement Clinic

- Provide clients with information about the expungement process
- Assist in determining which convictions are eligible for dismissal or reduction
- Prepare required court documents, declaration and fee waiver for clients

Family Law Clinic

- Review clients' file and ask them questions in regards to their case so that we may incorporate it in their declaration
- Prepare Request for Order (RFO) forms and declaration for clients
- Provide Vietnamese translation for Vietnamese clients.