

KENNETH HENDRAWAN

3060 Strasbourg Dr., Riverside, CA 92504 | C: 951-742-9447 | ken.hendrawan@gmail.com

Recent graduate with 4+ years of experience in preparing accurate reports, creating presentations, and extensive knowledge of the business economy. Majoring in Business Finance and a background in accounting

EDUCATION

University of California, Riverside – Riverside, CA (3.25 GPA) 2013 – 2017

- School of Business Administration – Finance
- Scholarship and Secretary Chair of Phi Kappa Sigma Fraternity

WORK HISTORY

Livingstone Realty Group – Riverside, CA **Administrative Assistant** May 2017 to Present

- Maintaining company website and its social media platforms
- Advertisement of commercial homes and property
- Create monthly and yearly expense reports, and balance sheet reports
- Recording daily and monthly transaction expenses
- General administrative duties

UCR Transportation and Parking Services – Riverside, CA **Events Attendant** August 2015 to June 2017

- Provide information and assist with campus events to the general public
- Mobility services for students and faculty with special needs
- Preparing and facilitating campus events through transportation and parking

HTH and Associates – San Dimas, CA **Accounting Intern** January 2017 to March 2017

- Create balance sheet reports, monthly and annual Profit and Loss reports, and general ledger reports
- Prepare weekly accounts receivable and accounts payable aging reports
- Prepare and monitor client bank account reconciliation
- Record client sale invoices and vendor invoices
- General office administrative duties

Livingstone Realty Group – Riverside, CA **Marketing Coordinator Intern** March 2015 to June 2015

- Creating and distributing realty email newsletter to current and prospective clients
- Advertisement of commercial homes and property through multiple marketing platforms
- Understanding current and past market data on real estate
- Managing various social media accounts (Facebook, Twitter, Zillow, etc.)
- Creating and monitoring firm website

UCR Campus Store – Riverside, CA **Business Services** August 2013 to March 2015

- Cashier and sales associate
- Restocking and inventory of merchandise
- Shipping and receiving textbooks and other merchandise

SUMMARY OF SKILLS

- Microsoft Office, Google systems, and both Mac OSX & Windows
- QuickBooks Online certified
- Calligraphy and drawing
- Basketball, swimming, basketball, and water polo
- Academic tutoring
- Stock investment