

# Jay Sun

• (310)560-1396 • [jaysuno54@gmail.com](mailto:jaysuno54@gmail.com) • <https://www.linkedin.com/in/jay-sun>

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## Education

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| <b>SDSU, Lamden School of Accountancy</b> – San Diego, CA   | AUG. 2017 – DEC. 2018 |
| <ul style="list-style-type: none"><li>• <i>Master of Science, Accountancy</i></li><li>• <i>Specialization: Accounting Information Systems</i></li></ul> |                       |
| <b>University of California, San Diego</b> – La Jolla, CA   | JUL. 2014 – MAR. 2017 |
| <ul style="list-style-type: none"><li>• <i>Bachelor of Science, Management Science</i></li><li>• <i>Minor: Accounting</i></li></ul>                     | GPA: 3.7              |

## Experience

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| <b>California State Controller's Office</b> – Monterey Park, CA   | FEB. 2019 – PRESENT  |
| <b>Staff Services Management Auditor</b>  |                      |
| <ul style="list-style-type: none"><li>• Acted as auditor in charge on audit engagements, entrance &amp; exit conferences</li><li>• Audit companies (medium size to Fortune 500) as to Unclaimed Property Compliance</li><li>• Utilize TeamMate for audit working papers (i.e. preliminary &amp; final findings)</li><li>• Assist auditee on unclaimed property reporting &amp; remitting procedures</li><li>• Test Accounts Payable, Accounts Receivable, Payroll, Equity &amp; General Ledger accounts</li></ul> |                      |
| <b>Intuit, Inc.</b> – San Diego, CA   | MAY 2018 – AUG. 2018 |
| <b>Tax Analyst Intern</b>   |                      |
| <ul style="list-style-type: none"><li>• Designed test cases for TurboTax &amp; ProSeries (Quality Assurance)</li><li>• Documented electronic tax filing requirements</li><li>• Collaborated with staff on Jira tasks &amp; tax filing extension projects (Agile SDLC)</li><li>• Gained knowledge on the software tools that are involved in the SDLC</li><li>• Solved bugs &amp; added enhancements in TurboTax (Java)</li></ul>  |                      |

## Skills

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- Fluent English & Mandarin
  - Programming experiences in Java, SQL & R
  - Technical experiences in TeamMate, TurboTax, Agile SDLC, SAP ERP & MS Project
  - Relevant courses on Tableau, Project Management & System Programming in C

## Projects

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| <b>University of California, Berkeley</b> – Coding Boot Camp (Remote) | JUL. 2021 – JAN. 2022 |
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