

Jay Sun

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Degrees

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- SDSU, Lamden School of Accountancy – San Diego, CA (AUG. 2017 – DEC. 2018)
- **Master of Science, Accountancy**
 - Specialization: Accounting Information Systems
- University of California, San Diego – La Jolla, CA (JUL. 2014 – MAR. 2017)
- **Bachelor of Science, Management Science (Econometrics)** GPA: 3.7
 - Minor: Accounting

Work History

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- Office of State Controller – Los Angeles, CA (FEB. 2019 – PRESENT)
- Staff Services Management Auditor**
- Acted as auditor in charge on audit engagements, entrance & exit conferences
 - Audit companies (medium size to Fortune 500) as to Unclaimed Property Compliance
 - Utilize TeamMate for audit working papers (i.e. preliminary & final findings)
 - Assist auditee on unclaimed property reporting & remitting procedures
 - Test Accounts Payable, Accounts Receivable, Payroll, Equity & General Ledger accounts
- Intuit, Inc. – San Diego, CA (MAY 2018 – AUG. 2018)
- Tax Analyst Intern**
- Designed test cases for TurboTax & ProSeries (Quality Assurance)
 - Documented electronic tax filing requirements
 - Collaborated with staff on Jira tasks & tax filing extension projects (Agile SDLC)
 - Gained knowledge on the software tools that are involved in the SDLC
 - Solved bugs & added enhancements in TurboTax (Java)
- Rancho Trade Incorporated – Del Mar, CA (MAR. 2017 – AUG. 2017)
- Accounts Payable Specialist**
- Processed invoices for over 200 vendors accurately and timely (QuickBooks)
 - Verified and maintained over 60 expenses weekly
 - Communicated discrepancies with suppliers daily
 - Adjusted pricing data of over 30 receivables daily
 - Generated and distributed over 100 vendor checks weekly
 - Authorized journal entries, inventory adjustments and credit memos
 - Resolved billing problems and corrected journal entry errors
- Rady School of Management – La Jolla, CA (SEPT. 2016 – DEC. 2016)
- Teaching Assistant - Auditing**
- Assisted Professor in grading and in-class activities
 - Taught students auditing concepts
- APWireless Infrastructure Partners, LLC – San Diego, CA (AUG. 2016 – DEC. 2016)
- Accounting Intern**
- Collaborated with staff in bank reconciliations and journal entries
 - Reconciled balance sheet and income statement
 - Categorized and distributed reports weekly

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Conservice, LLC – San Diego, CA
Budget Forecast Intern

(JULY 2015 – SEPT. 2015)

- Projected water and wastewater rates change for commercial properties
- Analyzed and compared water and sewer rates on public and private utility providers
- Extracted and examined utility rates from fiscal budgets and financial documents

Projects

University of California, Berkeley – Full Stack Web Development

(JUL. 2021 – JAN. 2022)

- HTML, CSS, JavaScript, jQuery, Bootstrap & Bulma
- Node.js, Express.js, React.js, MySQL, MongoDB
- REST API, GraphQL, Redux
- Portfolio: <https://jsun994.github.io/portfolio/>

Skills

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- Fluent English & Mandarin
 - Programming experiences in Java, SQL & R Studio
 - Technical experiences in TeamMate, TurboTax, Agile SDLC, SAP ERP & MS Project
 - Knowledge of Blockchain, Tableau & Project Management