

# Jay Sun

310-560-1396 • [jaysun054@gmail.com](mailto:jaysun054@gmail.com) • LinkedIn: <https://www.linkedin.com/in/jay-sun>

## Work History

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Office of State Controller – Los Angeles, CA

Feb. 2019 – Present

### Staff Services Management Auditor

- Auditor in charge on audit engagements, entrance & exit conferences
- Recognized by the manager for onboarding & training new hires
- Audit companies (medium size to fortune 500) as to Unclaimed Property Compliance, resulting in findings ranging from \$10,000 to over \$100,000 per audit
- 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

## Education

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SDSU, Lamden School of Accountancy – San Diego, CA

Dec. 2018

- **Master of Science, Accountancy** - Specialization: Accounting Information Systems

University of California, San Diego – La Jolla, CA

Mar. 2017

- **Bachelor of Science, Management Science (Econometrics)** - Minor: Accounting - GPA: 3.7

## Technical Skills

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TeamMate, TurboTax, Agile SDLC, SAP ERP, MS Project, Tableau, Java, SQL, R Studio, HTML5, CSS, JavaScript, jQuery, Bootstrap, Bulma, REST APIs, Node.js, Express.js, React.js, MySQL2, MongoDB, GraphQL, Blockchain

## Projects

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University of California, Berkeley - **Certificate in Full Stack Web Development**

- Github: <https://github.com/jsun994> & Portfolio: <https://jsun994.github.io/portfolio/>