

# 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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**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*

## Experience

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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
- Held office hours weekly

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**APWireless Infrastructure Partners, LLC** – San Diego, CA  
*Accounting Intern*

AUG. 2016 – DEC. 2016

- Collaborated with staff in bank reconciliations and journal entries
- Reconciled balance sheet and income statement
- Categorized and distributed reports weekly

**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

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**University of California, Berkeley** – Coding Boot Camp

JUL. 2021 – JAN. 2022

- HTML, CSS, JavaScript, jQuery, React.js, Bootstrap & Bulma
- Node.js, Express.js, MySQL, MySQL2, MongoDB
- RESTful API, GraphQL, Redux, MERN & PWA
- Portfolio: <https://jsun994.github.io/portfolio/>

## 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