

Jay Sun

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

Passionate audit professional with a diverse range of skills. Fluent in English and Mandarin. Quick learner, ability to perform at a high standard to achieve organizational objectives. Great team player, as well as outstanding ability to perform on an individual level.

Work History

Office of State Controller – Los Angeles, CA

Feb. 2019 – Present

Staff Services Management Auditor

- Act as 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

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

Conservice, LLC – San Diego, CA

July 2015 – Sept. 2015

Budget Forecast Intern

- 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

Education

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

University of California, Berkeley Jan. 2022

- **Certificate in Full Stack Web Development**

Technical Skills

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, Redux & Blockchain

Projects

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