

Leann Kim

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EDUCATION

Master of Science in Data Science

Willamette University

Portland, OR

August 2024

Bachelor of Science in Mathematics

Willamette University

Salem, OR

May 2021

WORK EXPERIENCE

Thesis Agency

Portland, OR

Accounts Payable & Receivable Specialist

March 2024 - Present

- Create and bill invoices for over \$36M in gross revenue, ensuring accurate, timely invoicing, and effective recovery for up to 30 clients.
- Review and process up to \$250k worth of vendor invoices.

Accounting Specialist

September 2022 – April 2024

- Maintain systems procedures and policies regarding accounts payable and accounts receivable
- Generate and provide weekly financial reports
- Assist Controller in completing account reconciliations: month-end and year-end close procedures.
- Review and verify 300+ employee expenses monthly to ensure accurate and timely reimbursement.
- Maintain and create contracts for 1099 contractors.

Blue Mountain Management - Associa

Beaverton, OR

Accounting Clerk

January 2022 – September 2022

- Verify and reconcile 400+ communities' bank accounts and department records on a rotating monthly basis.
- Process 30-50 escrow packets daily to maintain current and accurate homeowner accounts.
- Effectively communicate with 50+ homeowners daily to address HOA-related fees and account balance details.
- Maintain and make daily adjustments to community records and logs.
- Receive and process homeowner payments.

Willamette University

Salem, OR

Advancement Database and Research Assistant

February 2020 – December 2021

- Updated and maintained thousands of school's data to alumni records to reflect current alumni statuses.
- Assisted in processing large datasets for data integrity projects.

SKILLS & COMPETENCIES

- SQL/PostgreSQL
- Python
- R Studio
- Github
- Rho
- Quickbooks
- Power BI
- Airtable