

**STEVEN T. NGUYEN**

86 West Spencer Street  
Philadelphia, PA 19120

**Tel:** (267)-334-4151

**Email:** nguyenfels@gmail.com

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**OBJECTIVES:**

- Self-motivated whom appreciates facing new challenges and opportunities
- Self-sufficient and independent whom would put extra leadership efforts to establish the productivities
- Proactive and initiative to adapt new professional environments and duties

**LANGUAGE SKILL:**

- Fluently: English and Vietnamese

**EDUCATION:**

**The Pennsylvania State University**, Abington PA

August, 2011-December 2015

**Major:** Finance **GPA:** 3.2

**Graduated:** December of 2015

**EXPERIENCES:**

**Le Tax Co. & Insurance Agency**, Philadelphia, PA

January, 2015- Present

*Senior Accountant/ Payroll Specialist / Tax Preparer / Executive Management*

- Assisting executive management to prepare clients' financial statements such as Balance Sheet, Income Statement, Personal Financial Statement, Profit and Loss Statements, etc.
- Analyzing clients' financial data and taxation budgeting
- Processing payrolls and executing the payroll taxation
- Preparing the company's prospecting and marketing strategies and methodologies
- Managing and operating daily company's operation
- Liaison and assisting clients with taxation and financial needs

**Parx Casino & Racetrack**

August, 2016- May, 2018

*Card Dealer*

- Greeting a guest come to table
- Assisted a guest for Direction/ Instruction

**Penn State, Abington, PA**

September, 2011 –August, 2014

*Work Study*

- Assisting with University's Faculties and Staffs
- Assisting to set up event

**Amway Corp**, Ada, MI

November, 2014- July 2015

*Multi-Level Marketing*

- Sell Associate to marketing daily household products
- Prospecting clients/customers by canvassing, refer-leads, and cold-calling
- Networking with many natural captive market targets

**Centrak, Inc.** Newtown, PA

May - September 2014

*Supply Chain Management*

- Managed the quality control for hospital equipment and devices
- Managed and assisted the inventory systems
- Traveled to clients' offices to provide the maintenance services to the company's products

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**EXTRA CURRICULAR:**

**Inglis House**, Philadelphia PA

January 2009-March 2012

*Volunteer*

- Assisting elderly with daily activities
- Assisting handicappers to be mobilized
- Local Tennis League