Tam Pham

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E D U C A T I O N

Seneca College, North York, ON
Computer Programming and Analysis, 2020-Present
- Enrolled on a part-time basis.

York University, Toronto, ON
Bachelor of Commerce, 2016-2018

S K I L L S

- Proficient in HTML, CSS and JavaScript
- Studied Python, C++ and Oracle SQL
- Frameworks and tools: React, JQuery, Bootstrap and Sass
- Proficient in Microsoft Excel, (vLookups, Pivot Tables, Macros and logic functions) Outlook, and Word.

P R O J E C T S

- *Personal Portfolio -*
  Created a personal web portfolio to host all my personal projects built with HTML, CSS and Javascript
- *Movie Web Page -* https://dreamy-ptolemy-5f0e67.netlify.app
  Created a movie site web page that contains HTML, CSS and JavaScript and includes a contact form with user validations, an image carousel and a pop-up modal.
- *React Ecommerce Brad Traversy Tutorial -* https://github.com/phamily13/React-Ecommerce
  Followed Brad's interactive React Tutorial. Utilizes git controls, React Bootstrap and best practices.

P R O F E S S I O N A L   E X P E R I E N C E

Boat Rocker Media, Toronto, ON
Treasury Analyst, September 2019 – June 2020

- Compile and report weekly cash position and monthly cash comparative for all owned entities.
- Support compilation of monthly cash flow forecasts and provide banking fees analyst.
- Initiate payment processes such as wires, intercompany transfers, FX trades, Swaps, and interest/principal loan payments. All payment processes/loans/intercompany transfers are journalized into NetSuite.
- Weekly bank reconciliations and intercompany transfer reconciliations.
- Full-Cycle Accounts receivable duties such as invoicing, match and apply payments received, analyzing AR aging for any outstanding payments and a back-up for AP billing/processing

Rx Drug Mart, Etobicoke, ON
Accounts Receivable Coordinator, August 2018 – September 2019

- Cash Applications duties by applying/matching EFT payments received from third parties for over 60 stores and clearing off cash payments in large volumes within Microsoft Dynamics GP and Microsoft Excel.
- Perform periodic reconciliation on accounts receivable GL accounts to AR sub-ledger. Made sure all payments and or entries are accurately recorded and is matched with unique identifiers.
- Integrated process change in regards to cash applications. Automated by uploaded transactions via Smart connect.