

IRENE CHEN



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626-757-0034

OBJECTIVE

To obtain a position to gain experience, and further the development of my interpersonal and entrepreneurial skills

EDUCATION

BACHELOR OF ARTS,
MAJOR IN ECONOMICS,
MARCH 2017
University of California, Irvine –
Irvine, California

HIGH SCHOOL DIPLOMA,
MAY 2013
Mark Keppel High School –
Alhambra, California

EXPERIENCE

ACCOUNTANT

Naji Garabet Insurance Agency, Inc. – Pasadena, California
October 2018 – October 2019

- Processed monthly bank reconciliation for all company and personal accounts
- Entered and tracked budgets in an accounting software program
- Maintained general ledger, including receipts, deposits, payroll, and more
- Prepared budgets and financial reports
- Oversaw the preparation of tax returns
- Processed bi-weekly payroll through ADP
- Assisted with tax filing and payments
- Managed accounts payable payments and accounts receivable collections

SKILLS

- Microsoft Office Proficiency
- Social Media Expert
- Fast learner
- Self-directed
- Quickbooks Proficient
- Detail-oriented and Accurate
- Responsible and Accountable
- Types 90 WPM
- Deadline-oriented
- Organized
- Strong time management and punctuality
- Internet Research Skilled
- Team Player
- Google Sheets Proficiency

INTERNSHIP EXPERIENCE

SOCIAL MEDIA INTERN

CITIBLAST – Los Angeles, California
January 2015 – January 2016

- Developed a social media application that aimed to connect students and other users across the country
- Organized marketing campaigns that spanned seven college campuses
- Analyzed and recorded data results that included user participation, user feedback, and download results