

# Ginny Hao

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520-351-9570

Self-motivated individual with excellent mathematical, analytical and computer skills seeking opportunity to grow in the Financial Industry.

## Work Experience

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### **Accounts Payable Specialist**

Hard Rock Hotel & Casino - Sacramento, CA

January 2020 to Present

- Managed the accurate and timely processing over \$10M per month for large corporate organization. Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved all issues.
- Resolved months of backlogged work, restored order and organization to processes in disarray, researched and solved billing problems and corrected invoicing and journal entry errors that had previously been missed.
- Knowledge of Generally Accepted Accounting Procedures(GAAP), general ledger structure and basic financial categorization.

### **Revenue Auditor**

Hard Rock Hotel & Casino - Sacramento, CA

August 2019 to January 2020

- As part of the opening team, assist Revenue Audit Manager with developing Standard Operating Procedures for auditing gaming and non-gaming outlets.
- Accurately audit for gaming and non-gaming departments operational procedures including Table Game, Slots, Cage, Hotel, Food & Beverage, Player's Club and Kiosk.
- Research variances, discrepancies, issue exceptions and notify management accordingly.
- Complete journal entries, reconcile balance sheet accounts, monitor and challenge dispute transactions.
- Assist with month end close including month end journal entries and accruals, reconciliations, creating adjusting entries and assisting management with other closing activities.
- Manage financial statement and organize data for executives.

### **Office Manager**

MiAn Sushi & Modern Asian Cuisine, Hoki Poki - Tucson, AZ

2015 to July 2019

- Oversaw initial procurement activities for new fine-dining restaurant in downtown Tucson and 3 new concept fast food restaurants
- Cost accounting, create financial reports, and coordinate logistics to meet grand opening date
- Vendor and customer relationship management
- Track international shipments through customs & ensure timely delivery
- Daily restaurant operations including inventory, ordering, management, P&L statement
- Supervised employees, handle staffing issues & resolve conflicts

## **Internship**

Docin Inc - Beijing, CN

June 2011 to August 2011

Assistant to Vice President

- Cooperated with the team on creating Docin mobile operating software in IOS5 and Android systems, researched the competitors' analysis and product planning strategy
- Assist to Vice President in branding and marketing web site such as communicate with media, assist public research department to prepare the news release, researched and surveyed the IOS5 and Android system users' feedback

## **Internship**

North China Pharmaceutical Group Corporation

June 2010 to August 2010

Assistant in Finance Department

- Basic understanding of finance and accounting operating system
- Assisted in creating the balance sheet and Income statement

## **Education**

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### **Bachelor of Economics in Economics**

University of Arizona - Tucson, AZ

May 2012