

ANNA NGUYEN

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OBJECTIVE

To leverage my 19+ years of accounting expertise, superior customer service, and tech-savviness into an Accounts Payable Specialist at The Leakey Foundation.

QUALIFICATIONS SUMMARY

- Excellent written and verbal skills conducive to communicating effectively to all levels of management and clientele.
- Self-motivated, quick learner, flexible team player, and able to handle sensitive information with confidentiality.
- Able to plan, prioritize, and optimize time to complete various projects in an efficient manner.
- Knowledgeable in Microsoft Office, G Suite, NetSuite, QuickBooks Online, Concur, Reynolds & Reynolds, Integrated Dealer Systems, MLS Pro, DocuSign, and Buildium.

PROFESSIONAL EXPERIENCE

Staff Accountant

RV Retailer LLC, October 2019 – Present

- Audit sales documents ensuring adherence to governmental & company policies.
- Communicate with sales and service departments in regards to deals, commissions, finance chargebacks, and any financial statement inquiries.
- Reconcile general ledger accounts, monthly bank reconciliation, and participate in the month-end closing process.

Broker/Client Success Coordinator

Diversified Realty, May 2006 – October 2019

- Provided exceptional customer service in full-cycle real estate and property management services.
- Full charge bookkeeper - Accounts Payable, Accounts Receivable, commission payouts, travel & expense management, and 1099 reporting.
- Responsible for appointment scheduling, staging, marketing, open houses, and contract preparation.

Senior Accounts Payables Specialist

C3.ai, September 2017 – November 2018

- Responsible for full cycle Accounts Payable function - properly code invoices & check requests, process check runs, credit card & bank reconciliation, vendor management, and 1099 reporting.
- Deposit checks, wire, and EFT payments and apply to correct customer accounts.
- Prepared journal entries for accruals, participated in monthly & year-end close, and performed audit activities.

Customer Support Specialist

YOLO Suites LLC, July 2015 – July 2017

- Optimized superior organizational skills to manage day to day operations including booking reservations, hosting, bookkeeping, and maintenance scheduling.
- Provided excellent customer service resulting in stellar reviews on various online platforms.

Staff Accountant

Penske Automotive Group NorCal Management, August 2007 – September 2013

- Accounts Receivable - Supervised a team responsible for reconciling daily deposits, processed 8300's, and bank reconciliations.
- Accounts Payable - Ensure proper coding of invoices, check requests, & employee expense reports. Processed check runs & vendor management.
- General ledger reconciliations, performed audit activities, and participated in monthly & year-end close activities.

EDUCATION

Bachelor of Science, Accounting

San Jose State University