

Winona Bandong

LinkedIn: <https://www.linkedin.com/in/winona-bandong/>

(669) 252-6753 | winona.bandong@csu.fullerton.edu | From the Bay Area; Lives in Orange, CA

EDUCATION

California State University, Fullerton - Fullerton, CA

08/2020

Bachelor of Art in **Business Administration**, Concentration in **Accounting**

CPA Eligible Upon Graduation

ACCOUNTING COURSES

- **ACCT 301A** – Intermediate Accounting: Specific Plant and Current Assets, Financial Reporting
 - **ACCT 301B** – Intermediate Accounting: Liabilities and Accounting for Pensions
 - **ACCT 302** – Cost Accounting
 - **ACCT 307** – Accounting Information Systems
 - **ACCT 308** – Concepts of Federal Income Tax
 - **BUAD 301** – Advanced Business Communication
 - **BUS 215** – Legal Environment of Business
 - **BUS 216** – Business Ethics
 - **MGMT 339** – Management Operations
 - **ISDS 361A** – Business Analytics I: Pivot Tables
 - **ISDS 361B** – Business Analytics II: Regressions
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ACCOUNTING EXPERIENCE

Full-Time Accounts Payable, Custom Drywall, Inc. | Milpitas, CA

05/2015 - 05/2017

- Job-costed 30 raw material invoices and produced 10 operational payment checks daily in a specialized accounting program
- Generated extensive spreadsheet reports tracking Union-Worker hours
- Reconciled General, Payroll, and Tax bank account transactions on quarterly basis
- Prepared Quarterly & Year-End Tax Reports for Federal and State from analyzing spreadsheet data

Part-Time Assistant Bookkeeper, A+ Tax Solutions | Santa Clara, CA

02/2014 - 04/2014

- Created basic reports and entered check data on Quickbooks 2015
 - Organized tax return files
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ADMINISTRATIVE EXPERIENCE

Part-Time Clerical Assistant III, California State University, Fullerton

01/2019 - Present

- Assisted 60 students a day needing general office information and helped facilitate awareness of the vast programs CSUF has available for a multitude of educational purposes

Part-Time Administrative Assistant, Eldorado Emerson Private School

02/2018 - 01/2019

- Supported 50 students, families, and staff daily in administrative needs
- Coordinated 25 different international applicants' paperwork weekly
- Improved outdated Excel and Word office forms to be more user-friendly, using functions such as =IF, =SUM

Part-Time Receptionist and Clerk, Farmers' Insurance

06/2013 - 02/2014

- Assisted agent in opening new Home and Auto Policies
 - Attended to daily clients' general questions and managed policy payments online, in person, and over phone
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SKILLS AND HOBBIES

- QuickBooks
- Microsoft Excel, Word, PowerPoint, Access
- Conversational French
- Love to visit national parks, hike, camp
- Plays board games with friends as a pastime