

Quan Ho

Administration & Compliance Associate in Supply Chain Department

Panorama City, CA 91402

quanho3_frt@indeedemail.com

(808) 989-3739

Audit freight invoices, create freight Purchase Orders, assist with month end accruals and weekly payments to vendors

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Coordinator

Princess Cruises - Santa Clarita, CA

September 2016 to Present

Member of the Admin & Compliance team within Supply Chain department. Responsible for auditing invoices from the 2 largest freight vendors, creating Purchase Orders, assisting with any issues clients may have, and perform month end accruals procedures

Account Receivable Clerk

May 2016 to June 2016

Reason for Leaving - relocated to Southern California

- Process and verify applications for credit
- Collections including working with clients on past due accounts
- Posting Cash Receipts
- Research information about customers using company software.

Education

Bachelor's in Accounting related

Chaminade University of Honolulu - Honolulu, HI

May 2016

Skills

- EXCEL (2 years)
- ORACLE (2 years)
- ACCESS (1 year)
- INVENTORY (1 year)
- MS WORD (4 years)
- Supply Chain

- Auditing

Certifications and Licenses

Driver's License

Additional Information

Software skills: Advanced Excel, MS Word, PowerPoint, Access, Oracle.

Related Activities and Volunteer Work

- A certified volunteer tax income assistant (VITA) who volunteered to help low income people to prepare their income taxes.
- FAFSA assistant: volunteered to help high school students from low income families review their parents' taxes and apply for financial aids to go to college.
- Volunteered to assist a nonprofit construction organization, Habitat for Humanity, who build houses for low income Hawaiians to better keep track of their operating expenses and inventory.
- Member of Accounting Club at Chaminade University (2014-2015)
- Member of the Men's Soccer Program who competed in the Pacific West conference (2014-2016).

Handling a heavy workload and a busy schedule being a full time student- athlete and working a part time job.