

# Lesley Wong

**Friendly and sociable person with a background in Business Administration plus auditing and accounting experience**

Walnut, CA

[lesleywong88\\_4gk@indeedemail.com](mailto:lesleywong88_4gk@indeedemail.com)

6268648835

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Accounting Assistant**

Alliant Event Services, Inc. - Pomona, CA

October 2018 to March 2020

- Managed month-end duties consisting of: employee credit card reconciliation, bank account reconciliation, and preparation of sales tax and financial reports
- Processed payroll, expense reports, and reimbursements in QuickBooks
- Reviewed monthly travel expenses and per diems for Sales, Production, and Operations teams
- Handled accounts payable and receivable duties (AP AR) by following up with customers and vendors for payment and verified discrepancies to resolve clients' billing issues
- Processed credit card, check, or wire payments and posted payments to QuickBooks
- Assisted teams with purchase orders and vendor paperwork processing, travel arrangements, and adjusting quotes and contracts to send to clients
- Sent out checks on a weekly basis ensuring timely payments are made to vendors and freelancers
- Accurate data entry and reconciliation between multiple systems (FLEX, MIS, and QuickBooks)
- Performed administrative tasks consisting of: answering calls in a professional manner, receiving and sorting mail, ordering supplies for all office branches, and communicating with cleaning crew and pest control to maintain a clean office environment
- Planned team-building activities, birthday luncheons, and company holiday parties

### **Staff Auditor**

Nigro Karlin Segal & Feldstein, LLP - Los Angeles, CA

June 2015 to February 2018

- Ensured compliance in various major production companies on behalf of the Directors Guild of America Producer Pension and Health Plans, the I.A.T.S.E. National Benefit Funds, and the Motion Picture Industry Pension and Health Plans
- Performed data analyses by reviewing payroll records against actual reporting to determine any contribution discrepancies
- Drafted correspondence to clients requesting documents such as payroll and contributions data. Identified and documented reporting errors after comparing reported contributions to actual benefits due, including identifying instances of inaccurate or unsubstantiated contributions
- Analyzed employer agreements, prior audit reports, and union contracts relative to participants and contributing employees. Communicated with contributing employers to collect records required for off-site or in-office testing.

## **Project Coordinator**

Suncraft Solutions, Inc. - Pomona, CA

September 2013 to June 2015

- Provided administrative support to Director of Operations and served as a liaison between the regional sales managers, business partners, and customers.
- Conducted market research, data analysis, reports, forms, and presentations using Microsoft Office to further organize data, increase sales, and develop customer satisfaction.
- Planned and coordinated projects and trade shows including booth design, freight and labor services.
- Coordinated domestic and international travel arrangements, sales meetings, and conference calls

## Education

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### **Bachelor of Science - Business Administration, Focus in Accounting in Business Administration, Focus in Accounting**

California State Polytechnic University-Pomona - Pomona, CA

September 2013 to June 2015

## Skills

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- Extensive experience with Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Familiarity with cloud-based apps, including Google Docs and box.com
- QuickBooks (2 years)

## Awards

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### **Certificate of Appreciation For Outstanding Membership Participation with CPSA.**

June 2015

As the Director of Community Service, I planned and collaborated with faculty members to organize various events, such as professional gatherings, fundraisers, resume workshops, and community service events. Organized events in various communities by communicating with representatives from schools, libraries, and non-profit establishments.

## Assessments

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### **Accounting Skills: Bookkeeping — Proficient**

March 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/](https://share.indeedassessments.com/share_to_profile/1744ee1e337d4038d9a21cd4d1781f69eed53dc074545cb7)

[share\\_to\\_profile/1744ee1e337d4038d9a21cd4d1781f69eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/1744ee1e337d4038d9a21cd4d1781f69eed53dc074545cb7)

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## Additional Information

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Willing to relocate.