

# TAM LE

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Possess over 4 years of direct customer service within a variety of major fields (waitress, tailoring, and cash register clerk), including almost 2 years in the accounting field; well-versed in office and administrative assistant work, adaptive learner; maintain strong communication skills in both teamwork and customer services; passionate about analyzing data.

## EDUCATION

**Bachelor of Science in Business Administration in Accounting** ♦ Anticipated Graduation: Fall, 2018  
The University of Southern Mississippi, Long Beach, MS ♦ Phi Theta Kappa Honor Society

**Bachelor of Science in Applied Computer Science** ♦ Anticipated Graduation: Fall, 2020  
The University of Southern Mississippi, Long Beach, MS

**Associate of Arts** GPA: 3.67 ♦ Graduated: December, 2016  
Mississippi Gulf Coast Community College, Gulfport, MS ♦ Vice President List, Phi Theta Kappa Honor Society

## TECHNICAL KNOWLEDGE

- Bilingual: fluent in both English and Vietnamese
- Proficient in both Windows OS and Mac OSX, Microsoft Office, POS system, Moroe System Calculator
- Associate with Accounting Softwares: HCA (Equivalent to QuickBooks), and ProSeries (Tax Preparing)

## PROFESSIONAL EXPERIENCE

**Graves & Oberlies PLLC (October 2016 to Present) ♦ Bookkeeper & CPAs' Assistant**

- Multitasking: bookkeeping, tax preparing, CPAs' assistant, administrative assistant, and front-desk duties
- Bookkeeping works: input monthly checks, reconcile monthly bank statements, and post monthly journal entries for: hotels, battery wholesaler, building contractors, clinics, beauty salon, and restaurants
- CPAs' assistant and tax-preparator work: familiar with tax payments and reports on [www.dor.ms.gov](http://www.dor.ms.gov) and assist CPAs to prepare individual income tax through ProSeries
- Administrative works: organize files and folders monthly and annually, answer phone call and schedule appointments, receiving mails, maintaining and updating clients' information lists, preparing and sending annual holiday cards

**Men's Wearhouse (April 2014 to October 2016) ♦ Professional Tailoring**

- Minimal supervision, self-managed customers' pick-up schedules
- Prepared yearly alteration supplies' report and maintained monthly supplies' ordering forms
- High rated customer comments in providing good services and qualified alteration
- Multitasked: alteration works, checked defects or damage clothes, repaired sewing machines, and provided individual fitting services

**Tokyo Express & Kim Long Restaurant (October 2013 to March 2014) ♦ Food Server/Waitress & Cashier**

- Operated the frontline cash register, and prepared brief daily budget summaries
- Maintained inventory and reported the exact amount to supervisor for future supplies' orders
- Offered variable customer services: receive orders, provide suggestions, and serving in-and-out foods
- Maintained a positive atmosphere for customers and a productive environment for coworkers