**TAM LE**

2386 Trafalgar Dr, Biloxi, MS 39531 ♦ Le.Accounting@yahoo.com ♦ 228.273.5531

Possess over 4 years of direct customer services within variety of major fields (waitress, tailoring, and cash register clerk), including 1 and a half year in accounting field; well-versed in office and administrative assistant work, fast-learner and effective in multitasking; passionate about analyzing data, enthusiasm for team-building and available to travel for work.

**EDUCATION**

**Bachelor of Science in Business Administration in Accounting** ♦Anticipated Graduation: Fall, 2018

The University of Southern Mississippi, Long Beach, MS ♦ Phi Theta Kappa Hornor Society

**Associate of Arts** GPA: 3.67 **♦**Graduated: December, 2016

Mississippi Gulf Coast Community College, Gulfport, MS ♦ Vice President List, Phi Theta Kappa Hornor Society

**TECHNICAL KNOWLEDGE**

* Bilingual: fluent in both English and Vietnamese
* Proficient in Microsoft Office, POS system, Moroe System Calculator, Brother type-writer
* Associate with Professional Accounting Softwares
  + HCA (Equivalent to QuickBook) for Bookkeeping
  + ProSeries for Tax Preparating

**PROFESSIONAL EXPERIENCE**

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

* 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
* Familiar with monthly sales tax, payroll taxes, and yearly payroll reports on [www.dor.ms.gov](http://www.dor.ms.gov)
* Assist CPAs to prepare individual income tax through ProSeries
* Multitasking: bookkeeping, tax preparing, CPAs’ assistant, administrative assistant, and front-desk duties

**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