

Earvin Joven

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CAREER OBJECTIVE

An accounting/managerial position utilizing knowledge of accounting principles, problem-solving, and leadership skills in a corporate and/or office environment.

EDUCATION

University of Hawai'i at Manoa – MA in Accounting (Exp. Grad 12/21) 01/20 – Present
University of Hawai'i at West Oahu - BA in Accounting 3.92 GPA | 138 Credits

WORK EXPERIENCE

Jas W. Glover LTD, Accounts Payable Clerk 03/19 – 01/20

- Verify purchase order ROGs are in line with invoice line items
- Post to G/L and alter cost codes to appropriate subledgers as necessary
- Assist in selecting invoices for payment on weekly check-run and mailing out payments
- Communicate with engineers and vendors to settle discrepancies on invoices

Central Pacific Bank, Commercial Real Estate Lending Intern 08/18 – 12/18

- Analyze property financial statements and update cash-flow spreads
- Advise loan officer on possible strategies based on research done towards the property
- Perform property inspection and fill in corresponding report and environmental checklist
- Justify loan risk rating by analyzing spreads and utilizing public data to supplement suggested rating change

University of Hawaii, ITS Help Desk Consultant 10/17 – 12/18

- Identify, analyze, and troubleshoot software, hardware, and network issues
- Provide support and information for University systems including password resets, affiliation updates, username changes, and username creation/deletion.
- Answer incoming calls politely and professionally, recording steps taken into an online ticketing system to resolve client issues
- Troubleshoot issues regarding data center access, Google@UH, Laulima, Banner, and variety of PC and Macintosh issues

First Hawaiian Bank, Teller/Merchant Teller 08/16 – 07/17

- Conduct monetary transaction for customers
- Answer technical question regarding online platform and other banking related subjects
- Respond to email and phone inquiries about account maintenance, online login, paper requirements, and follow up services
- Manage end-of-day cash bags and settle credit card terminal devices

ORGANIZATIONS

University of Hawaii at Manoa, Beta Alpha Psi Candidate 01/20 – Present
University of Hawaii at West Oahu Accounting Club Member 01/18 – 12/18

SKILLS

- Proficient in various MS office software as well as UH specific software (Banner, Laulima, HIP)
- Able to multitask and work independently in a busy environment
- Comfortable working with a team as well as independently with minimal supervision
- Adaptable to unforeseen changes in team dynamics
- Experience in customer service and handling of sensitive information
- Proactive in discussions and actively listening to complimentary ideas or critiques