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## **Employment History**

1. U.S. Jaclean Inc  
1816 W 135th Street, Gardena, CA 90249  
Position: Accounting  
Data of Employment: June 1, 2021- Present (OPT - CPT - OPT)

### Bookkeeping

- Check daily bank balance and record all transactions on Quickbooks.
- Make journal entries

### Accounts Receivable

- Deposit checks to the bank(EDS system) or receive ACH payment and clear the invoice on Quickbooks.
- Make sales orders and invoices on QuickBooks, report by filters (age,payment methods, date etc), follow up with the customer regarding past due invoices.
- Reconciliation with the payment gateway such as Square and Synchrony (financing).

### Accounts Payable

- Issue the checks with correct accounting code.
- File sales tax and withholding tax(monthly/quarterly)
- File annual property tax
- Make payments of all corporate credit cards and look through all transactions and respond to fraud alerts.

### Profit & Loss Statement

- Prepare monthly income statements (PL) for each branch (10 branches total)includes Revenues, Expenses as well as Cost of the goods sold.
- Prepare monthly Wholesale P&L including gross sales, expenses (includes Freight out) and Cost of Good Sold.

I use Microsoft Excel, PDF editing, Snipping tools and Quickbooks

I mainly speak English to contact the customers and co workers by phone and Email.

I am good at numbers to see the data, previous statements and bills, to find out what/ how much makes the difference, and calculate the accurate amount.

## 2. Yamato Transport USA

1055 W. Victoria Street, Compton, CA, 90220

Position: Administrator.

Data of Employment: November 29, 2018 - December 13, 2019

As an administrator in a forwarding company, I handle international shipping especially from the United States to Japan, I place an order under our shipping system as data entries, scanning the packages, palletizing those packages for loading at LAX. replying emails from customers, both individuals and our company client. If Custom clearance in Japan needs to figure out something to go through the custom, I contact the customer for more details.

I have Japanese clients and American clients, I am required to speak both English and Japanese fluently and I have contacted clients in Japanese and English.

I basically use computers over my job such as Excel, Word, Powerpoint and PDF editing.

Also, I pick up phones in formal Japanese and English.

My position as an administrator technically covers computer skills, customer service and multitasking to be on time for the cut off time to be shipped out. I am able to scan hundreds of shipments faster and very organized.

## 3. Chuo-tsushin Co.

1-34-7 Itabashi, Itabashi-ku, Tokyo, Japan 1730004

Position: Administrator, Sales assistant

Date of Employment: April, 2012- March, 2015

My position was combined as administrator and sales assistant.

As an administrator, I did following this; Picking up the phone, balance control, inventory control, bookkeeping, reporting revenue and expenditure statements, and reception for guests.

Also, as a sales assistant, I did following this; Entering data on the program which is used for customer information management, contacting customers by phone and email, and selling, activating phones when we sold the phones to customers.

### [Achievements]

Computer skills (typing, Word, Excel, Powerpoint, Access)

Talking skills with customers

Time management, be punctual

Considering coworkers

Organizing

Multi tasking

Leadership

**Education**

Golden West College

15744 Goldenwest street, Huntington Beach, CA, 92647

August 2016 - August 2017

transferred to

Orange Coast College because of on campus job

2701 Fairview Rd, Costa Mesa, CA, 92626

August 2017 - May 2018

Major: Business Administration

Degree: Associate's Degree

Grand Canyon University

3300 West Camelback Rd, Phoenix, AZ 85017

January 2020 - December 2020

Major: Accounting

Degree: Bachelor's Degree

Southern States University

2855 Michele Dr. #380 Irvine, CA

July 2022 - September 2023

Major: Masters of Business Administration

Degree: Master's Degree

**Skills and Qualifications**

1. Bilingual (Japanese and English)

I speak Japanese and English. My native language is Japanese and I have been living in the United States since 2015. Also, I speak English fluently as well.

2. Computer skills

Since my former work required computer skills such as Excel, Word, Powerpoint and Access. I can use Microsoft office applications. typing and calculating with a calculator very fast.

3. California Drivers license

4. Accounting Job Experience and Future Goal

I took accounting classes, I can calculate basic accounting calculations and pull out PL and Balance sheet from QB.

Also, I am using Quickbooks in the accounting department to enter the sales order, make invoice, receive payment, clear the invoice, and pull out the specific report.

My career goal is to obtain a CPA license and I have completed 150 required hours from Bachelor's and Master's degree and I have been taking CPA online classes (Abitus) since 07/2022.

I would like to have working experience in an Accounting firm to establish professional knowledge.

#### 5. Communication skills

I do respect my coworkers and customers, listen to what they say and take their opinions to improve the situation, and discuss the way all of us can agree for better situations.