

Tuffy Titan CPA

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EDUCATION:

California State University, Fullerton

Bachelor of Arts in Business Administration, Accounting

Overall GPA: 3.6, Accounting GPA: 3.8

Dean's List: Fall 2021 – Spring 2023

May 2024

CPA Eligibility: May 2025

RELEVANT EXPERIENCE:

Public Accounting Firm Name, City, CA

Sample Job Title Auditing Intern

June 2023 – August 2023

- Posted customer payments such as electronic funds transfers, checks, and credit card transactions totaling an average of \$1 million per day for accurate and efficient processing
- Verified validity of 15 account discrepancies by obtaining and investigating information from invoices and customer information to ensure accuracy of customer account information
- Summarized receivables by maintaining invoice accounts, verifying totals, and preparing daily status update reports to provide upper management with pertinent account information
- Led team of 10 inventory personnel by delegating tasks and encouraging collaboration to ensure better control, accuracy, and reporting over inventory accounts
- Collaborated with controller to reconstruct 2022 overhead budget for entire organization leading to a 25% increase in 2023's profit margins

ADDITIONAL EXPERIENCE:

Restaurant Company Name, City, CA

Sample Job Title Server

September 2022 – Present

- Trained over 20 servers and cashiers in service operations based on company protocols and training manuals
- Demonstrated high level of service utilizing the "Disney Way" for hundreds of guests daily
- Addressed guest concerns and resolved conflicts in accordance with to Disney's policies and practices
- Partnered with 3 managers to plan emergency preparedness drills ensuring guest safety

MEMBERSHIPS:

CSUF Accounting Society, Fullerton, CA

Sample Leadership Position Speaker Chair

January 2022 – December 2022

- Led a team of 10 students on various projects to create growth of Accounting Society and its members
- Collaborated with over 20 firms to coordinate weekly events for members to network with professionals and learn about industry
- Recorded and tracked email responses for weekly events using Excel to streamline communication between co-chairs
- Organized weekly events by delegating tasks to approximately 50 event volunteers, communicating with firms to best address needs, and provide friendly, efficient customer service to event attendees
- Served as mentor for group of 10 undergraduate transfer students for smooth transition to campus and informing of public accounting recruiting

SKILLS:

Excel Knowledge: Advanced proficiency in pivot tables, vLookup, regression analysis, and data sorting and filtering

Technology: Proficient in Microsoft Suite (Word, Outlook, Publisher), Intuit Quickbooks, SQL, and Sage

Language: Proficient verbal and written communication in Korean and Japanese

Hobbies: soccer, reading, and attending music festivals