

Andy G. Nguyen

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Objective

To obtain a challenging position using my school and work experiences.

Education

- | | | |
|---|---------------------------------|----------------|
| Aug 2008 | Cal-State University Long Beach | Long Beach, CA |
| <ul style="list-style-type: none">• Bachelor of Science – Business Administration – Accounting• GPA 3.07• Member of Accounting Society | | |
| May 2006 | Cypress Community College | Cypress, CA |
| <ul style="list-style-type: none">• AA, Liberal Arts | | |

Experience

- | | | |
|---|---------------------------|----------------------|
| Jul 2008-Dec 2008 | Red Mountain Retail Group | Santa Ana, CA |
| Corporate Staff Accountant | | |
| <ul style="list-style-type: none">• Prepared monthly corporate books containing 27 departments• Performed monthly bank reconciliations for 7 corporate accounts• Assisted the controller in preparing corporate budget• Assisted the controller in daily cash flow analysis• Worked closely with various departments for corporate forecasting• Ensured accuracy of corporate books by indirectly reviewing AR/AP• Responsible for billing various corporate fees | | |
| Apr 2007-Jul 2008 | Modern Interior | Canoga Park, CA |
| Furniture Technician | | |
| <ul style="list-style-type: none">• Delivered and assembled furniture in numerous locations | | |
| Dec 2001-Apr 2007 | Wendy's Bookworks | Tustin, CA |
| Head of Printing Department | | |
| <ul style="list-style-type: none">• Digitally transferred order forms and books using Excel and Word• Printed and collated thousands of books. | | |
| Summer-2006 | Kohl's | Huntington Beach, CA |
| Sales Associate | | |
| <ul style="list-style-type: none">• Served customers as a cashier.• Processed merchandise as a freight unloader.• Organized merchandise for all departments. | | |

Computer Skills

Accounting: **Great Plains, Yardi**
MS Office: **Excel, Word, PowerPoint, Access, Outlook**

Interests

Music, guitar, piano, film, food, computers, audio and visual components, fishing, exercising

References

Available upon request