

# JON CHIN

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## KEY QUALIFICATIONS

- Over 50 credits in Accounting, forming sound knowledge of accounting systems and processes
- Excellent teamwork and collaboration skills honed in food service and internship experiences
- Ability to communicate clearly and concisely, both orally and in writing
- Fervent desire to continue building skills in auditing position started with eight credits in Auditing
- Proficient in Microsoft Office, including strong skills in Word and Excel

## EDUCATION

Bachelor of Arts, **Accounting**, Western Washington University (WWU), Bellingham, WA, August 2020, GPA: 3.68

**Eligible for CPA Exam:** December 2020

## LEADERSHIP

**President**, Beta Alpha Psi, WWU, 2019-2020

**Treasurer**, Accounting Society, WWU, 2017-2018

## RELEVANT EXPERIENCE

**Audit Intern**, American Red Cross, Seattle, WA, Summer 2019

- Tabulated and examined specific sections of accounts, such as disbursements, trial balances, bank reconciliations and voucher audits
- Examined warrant or check register, verifying vendor names, amounts and cross checking with correspondence to receipts and invoices
- Notified lead examiner of any apparent inaccuracies, shortages or discrepancies
- Learned to make complete and accurate audits; performed computations quickly and accurately; prepared well-organized audit reports

**Accounting Intern**, Anvil Corporation, Bellingham, WA, Spring 2019

- Maintained information integrity and confidentiality, communicating sensitive information tactfully
- Performed some preliminary collection efforts by telephone under direct supervision
- Validated and input data to accounts payable module via Excel loader files
- Assisted with closing monthly accounts payable transactions, ensuring all data passed to appropriate customers
- Prepared reports for statistical analysis using Excel

**Tax Preparer**, Volunteer Income Tax Assistance (VITA), WWU, Bellingham, WA, Winters 2018 & 2019

- Maintained professional manner assisting diverse clients with basic income tax preparation
- Consulted with team members to ensure accurate tax form completion, collaborating proactively

## OTHER EXPERIENCE

**Host**, Anthony's Home Port, Bellingham, WA, September 2017-December 2019

- Partnered with entire staff to ensure ultimate dining experience for all customers
- Monitored and tracked table seating to provide balanced workload for serving staff
- Reconciled all transactions with till and prepared nightly deposit; paid out all tips to staff