
Amy Jeong

15279 Rousseau Ln.
La Mirada, CA 90638
(714) 944-2939
amy.h.jeong@gmail.com

SKILLS

- Bilingual - English, Korean
- Financial statement analysis
- Expertise in invoice and payment transactions
- Superior attention to detail
- QuickBooks expert
- Advanced bookkeeping skills
- MS Office Suite
- Self-motivated professional

EXPERIENCE

Bentec Int'l Corp., Santa Fe Springs, CA - *Accounting Administrator*

OCTOBER 2013 - PRESENT

- Cross-trained and learned multiple tasks of general accounting operations and the logistics department operation
- Monitored accounts payable and receivable status and delegated tasks as needed
- Managed all petty cash
- Prepared invoices for all customers
- Received and submitted payments and applied amounts to customer balances on QuickBooks
- Worked and maintained relationship with vendors
- Communicated with customers and solved payment inquiries
- Computed and recorded inventory counts on a daily basis
- Worked with CPA and prepared quarterly sales tax and annual income tax report
- Implemented and prepared monthly meetings for expense forecasts, including any necessary recommended action required to manage costs to achieve budget

EDUCATION

Biola University, La Mirada, CA - *Bachelor of Science: Business Administration*

Expected Graduation: Fall 2018

- Emphasis in International Business
- Dean's List, Spring 2016, Fall 2016, Spring 2017, Fall 2017

Volunteer Experience

Praise Team Volunteer - Keyboard Player

El Bethel Immanuel Church, Buena Park, CA January 2017 - Current

- Perform cooperative band work every week
- Assist planning Sunday morning worships

Student Teacher - Junior High Ministry

Grace Ministries International, Fullerton, CA July 2016 – January 2017

- Led small groups of 7th graders, conducted weekly meetings
- Assisted preparing Sunday morning services
- Assisted planning Thanksgiving, Christmas, and other church events

Awana Student Leader

Grace Ministries International, Fullerton, CA August 2014 – May 2016

- Coordinated and managed AWANA Bible program
- Performed counseling communication with parents
- Planned, organized, taught 16-week sessions on Biblical stories and relationship building