

# HUYEN DO

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## OBJECTIVE

Senior student seeking for an internship or full-time job opportunity in accounting in Spring 2022

## EDUCATION

### **Bachelor of Business Administration, Accounting**

Kennesaw State University, Kennesaw, GA

GPA: 4.0

Expected: 01/2022

### **Associate of Science – AS, Business Administration**

Georgia State University, GA

GPA: 3.87

2016-2019

## RELEVANT COURSEWORK

Managerial Accounting

Information Systems

Legal & Ethical Environment

Financial Accounting

Accounting Data Analytics

Security Script Programming

## RELEVANT EXPERIENCE & PROJECTS

### **Accounting Intern, Hien Truong CPA, P.C**

01/20-Present

- Accurately recorded transactions, reconciled bank account activity, and maintained client tax and auditing files
- Adopted cloud-based software platform to make clients data more accessible and enable two-way communication between the firm's staff and clients
- Summarized payroll/ sales tax information to support preparation of quarterly returns
- Developed comprehensive spreadsheets to identify P&L trends and assisted senior accountants to develop forecasts as well as analyze monthly results

## HONORS & AWARDS

President's List (4.0) (Spring 2018, Fall 2019, Spring 2020)

Dean's List (Fall 2016, Spring 2017, Fall 2017)

## LEADERSHIP & VOLUNTEER EXPERIENCE

### **Volunteer Note Taker for KSU Student Disability Services**

01/2019- 05/2019

- Took notes and uploaded to KSU Online Portal after every class session

### **Non-Profit Organization Marketing Plan for Destiny's Daughters of Promise (DDP), Kennesaw State University, Kennesaw GA**

08/19-12/19

- Created a complete marketing plan for DDP together with another group members

## PROFESSIONAL ORGANIZATIONS

Student Accounting Society, KSU campus

The Georgia Society of CPAs

AICPA

## SKILLS

Advanced in Microsoft Excel, Accounting CS;

Interpersonal

Teamwork

## FOREIGN LANGUAGE

Fluent in Vietnamese / Proficient in English