

Olivia Chen

Entry-Level Accountant

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PROFESSIONAL SUMMARY

Entry-Level Accountant with internship and finance operations experience supporting month-end close, reconciliations, AP processing, and audit preparation. Strong GAAP foundation, advanced Excel skills, and a track record of tightening documentation controls to reduce posting errors and speed review cycles. Ready to contribute accurate reporting, organized support schedules, and dependable close execution in a staff accountant role.

EXPERIENCE

Accounting Intern Northbridge Manufacturing	06/2025 - 12/2025, Irvine, CA
- Supported month-end close for 6 entities by preparing 24+ journal entries each cycle and reconciling cash, prepaid, and accrual accounts within a 2-day deadline - Reviewed invoice coding, approval routing, and three-way match exceptions across roughly \$420K in monthly AP volume, helping reduce payment holds by 18% - Built an Excel reconciliation workbook with locked formulas, variance flags, and supporting tabs that cut supervisor review time by 30% - Prepared PBC schedules and source-document packets for external auditors, enabling 100% on-time response to year-end request lists	
Finance Operations Assistant CSUF Auxiliary Services	08/2024 - 05/2025, Fullerton, CA
- Processed daily cash receipts, expense backups, and student billing adjustments while maintaining complete documentation for accounting review and posting - Matched purchase orders, invoices, and receipts for more than 150 weekly transactions, reducing coding corrections during close by 22% - Prepared weekly variance summaries for departmental budgets and flagged unusual spending patterns for the senior accountant before monthly reporting - Standardized filing conventions for reconciliation support, improving retrieval speed during internal review and reducing duplicate follow-up requests	

EDUCATION

B.S. in Accounting California State University, Fullerton	3.7/4.0 05/2025
- Relevant coursework: Intermediate Accounting II, Auditing, Cost Accounting, Federal Taxation - Treasurer, Accounting Society; tracked semester expenses and prepared monthly cash updates for student leadership	

SKILLS

GAAP, Journal Entries, Reconciliations, Month-End Close, Excel, QuickBooks, NetSuite, SAP, PivotTables, XLOOKUP, SUMIFS, AP/AR workflows, variance analysis, audit support.

CERTIFICATIONS

- CPA Candidate - FAR passed; AUD scheduled for July 2026
- QuickBooks Online Certified ProAdvisor, 2025

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