



# Lana Nguyen

Junior Accounts Payable

## CONTACT

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Los Angeles, CA

## EDUCATION

### Bachelor of Science in Accounting

University of Southern California, Los Angeles, CA

Graduated: May 2024

- Relevant Coursework: Financial Accounting, Taxation, Auditing

## LINKS

lananguyen

## PROFESSIONAL SUMMARY

Detail-oriented accounting graduate eager to launch a career in accounts payable at KPMG, Los Angeles, CA, bringing strong organizational skills and a commitment to maintaining accuracy in financial records.

## EXPERIENCE

### Accounts Payable Intern 2023 - 2023

Avery Dennison Corporation, Glendale, CA

- Processed vendor invoices and ensured timely payments.
- Assisted in reconciling discrepancies in vendor accounts and statements.
- Supported month-end closing processes and financial reporting.

### Accounting Intern 2023 - 2023

Snap Inc., Los Angeles, CA

- Aided in maintaining financial records and data entry for accounts payable.
- Helped prepare monthly financial reports and conduct reconciliations.

### Volunteer Tax Preparer 2023 - 2023

United Way of Greater Los Angeles

- Assisted low-income families with tax return preparation, ensuring they received eligible credits and refunds.
- Educated clients on tax-related matters and provided financial literacy resources.

## SKILLS

Proficient in QuickBooks and Microsoft Office Suite ★★★★★

Strong attention to detail and organizational skills ★★★★★

Effective communication and problem-solving abilities ★★★★★

Basic understanding of GAAP and financial regulations ★★★★★