

Bartholomew Vu Tran

San Jose, CA

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EDUCATION

MISSION COLLEGE - SANTA CLARA, CALIFORNIA

August 2020 - May 2022

- **Associates for Transfer (AS-T)**
- Cumulative GPA of **3.93**

SAN JOSE STATE UNIVERSITY - SAN JOSE, CALIFORNIA

- **3rd year student**
- Pursuing **Business Administration/MIS Degree**
- Learning systems analysis & design, **Python**

EXPERIENCE

KFK CPA Inc.

Tax Intern

February 2021 - April 2022

- **Prepared** Federal and State income **tax returns** during tax seasons for individuals
- Performed **tax research**
- **Prepared** 1099's
- **Organized** and **scanned** workpapers
- **Prepared** government documents
- **Greeted** clients

SKILLS

- Able to use **Excel tools** to **create ledgers, process and track transactions and analyze financial data**
- Experience in **PDFlyer**

AWARDS & ACHIEVEMENTS

- **Accepted** into **San Jose State University** for **Business Administration - Management of Information Systems (MIS)** starting **Fall 2022**
- **AP Scholar with Distinction Award** - Achieved an **average AP test score of at least 3.5** on all exams taken and **scores 3 or higher** on **five or more exams**