

# Jhet Kenneth Advincula

## Contact

### Address

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## Skills

### GL accuracy



### Data processing



### Operational Accounting



### Auditing



### Written Communication Skills



### Verbal Communication Skills



### Invoicing and collections



Trainee Accountant with Bachelor Of Science in Business Administration and knowledge, skills and abilities to serve as Addison intern performing assignments involving practical application of financial principles, processes and regulations. Demonstrates accounting aptitude through education and picking up tasks and concepts quickly. Ambitious Accounting Assistant demonstrating strong background in employee expense management and vendor relations. Skilled in managing outstanding invoices to reduce payment time. Eager to fulfill role of increased responsibility to add value to dynamic accounting team. Focused Progressive Accounting offers 2 years of accounting experience, AP/AR management and collections. Dedicated to contributing to team objectives and fostering company growth.

## Work History

2022-01 -  
Current

### Accountant Intern

*Marriot Hotel, San Jose, CA*

- Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
- Organized budget documentation and tracked expenses to maintain tight business controls.
- Balanced and submitted financial reports and statements for review and approval.
- Interacted with clients and obtained cost and budget information to draft and manage accounts.
- Gathered financial information, prepared documents and closed books.

2019-08 -  
2020-03

### Sales Representative

*Hollister.Co, Sacramento, CA*

- Developed and delivered engaging sales presentations to convey product benefits.
- Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
- Created professional sales presentations and seminars to effectively demonstrate product features and competitive advantages.
- Automated contact management system, resulting in better client organization and goal alignment.
- Surpassed sales objectives several consecutive years by cultivating productive client partnerships.

Expense reports

Very Good

Financial Management

Good

2019-05 -  
2019-07

## Busser

*Total Success, San Francisco, CA*

- Kept close eye on customers to quickly spot leaving guests and clear tables for future patrons.
- Worked quickly, communicated with other staff and always looked for better ways of completing tasks to improve productivity and keep tables ready for incoming guests.
- Maintained adequate levels of condiments and well-stocked drink stations to keep service flowing smoothly.
- Trained new staff in bussing and cleaning procedures.
- Organized and cleaned assigned sections by sanitizing and cleaning table, counter, and kitchen surfaces
- Collected trash, wiped up spills, and removed trays to maintain fresh and clean customer areas

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## Education

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2022-08 -  
Current

### **Associate of Science: Business Administration And Management**

*San Jose State University - San Jose, CA*

2021-09 -  
2022-05

### **No Degree**

*College of Alameda - Alameda, CA*

2020-01 -  
2021-05

### **No Degree**

*Sacramento City College - Sacramento, CA*

2012-08 -  
2018-06

### **High School Diploma**

*Rosaryhill Secondary School - Hong Kong SAR*