

Kitty Ly

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Education

San Jose State University <i>Bachelors of Science, Management Information Systems</i> GPA: 3.6	08/2021 – present San Jose
De Anza College <i>Associates of Arts, Liberal Arts</i> GPA: 3.5	08/2016 – 05/2020 Cupertino

Professional Experience

Accounting and HR Assistant <i>Megaforce Corporation</i> <ul style="list-style-type: none">Carefully and accurately perform accounting and office tasksMaintain updated financial records and resolve discrepanciesEnter financial transactions in accounting software programsEnsure confidentiality of all personnel, office and employment recordsprovide administrative support with payroll	05/2022 – present San Jose
Stockroom Worker <i>Megaforce Corporation</i> <ul style="list-style-type: none">Responsible for counting and verifying quantities of itemsReceive and record data manually to ensure validityStore items in an orderly and accessible mannerAssist in the maintenance of an accurate inventory and cycle counting	12/2021 – 05/2022 San Jose

Projects

Forecast Calculations Report <i>Amazon (School Project)</i> <ul style="list-style-type: none">Predicted the sales of the next four quarters by analyzing seasonal trends of the previous three yearsLead a team of five as team leader	08/2021 – 12/2021
Poker Dealer <i>Visual Basic</i> <ul style="list-style-type: none">Developed a program that deals the hand for the game of pokerImplemented functions to identify the type of poker hand using data structures such as arrays	03/2021 – 03/2021
Cost-Benefit Analysis Report <i>Western Digital (School Project)</i> <ul style="list-style-type: none">Researched potential solutions extensively while providing pros/consIdentified business opportunity, assembled data, and provided list of comprehensive solutions	03/2021 – 03/2021