

JEONGHYUN YOO

(915) 600-0356 | jyoo1@miners.utep.edu | www.linkedin.com/in/jeong-hyun-yoo

EDUCATION

Bachelor of Business Administration in Accounting with Commercial Real Estate Minor
The University of Texas at El Paso (UTEP) Anticipated: 05/2024
Overall GPA: 3.75/4.00
Major GPA: 3.85/4.00

Associates of Science Degree in Criminal Justice
Seoul Hyundai Occupational Training College Graduated: 02/2015
Overall GPA: 3.31/4.00

Honors & Affiliations:

Dean's list, Spring 2019 - Present

EXPERIENCE

Staff in Accountant 05/2022 – 11/2022

AMC Bus Inc. (Bus Transportation) El Paso, Texas

- Enhanced payments by accruing expenses, assigning account numbers, requesting disbursements, and reconciling accounts using Microsoft Excel and Sage 100.
- Prepared Audit General Ledger in preparation for monthly financial statements
- Managed 401(K) Plan and Annual audit/ census about 60 employees in a weekly and annual basis
- Created payroll reports about 60 employees for workers compensation audit in a weekly basis

Accountant 04/2023 – Present

Aliviane.Inc (Non-Profit organization) El Paso, Texas

- Work with Controller and CFO to close each month in the accounting system.
- Reconciles general ledger accounts monthly.
- Serves as custodian for petty cash fund, gasoline, food stamps and credit cards.
- Prepares and submits on-line monthly financial status reports and requests for reimbursement as required by state contracts.

RELEVANT LEADERSHIP ACTIVITIES

PwC's Challenge Case Competition 11/2022

UTEP El Paso, Texas

- Analyzed challenge case problem as a PwC counselor
- Organized solutions and designed presentation with 5 teammates

Active Member 08/2022 - Present

Accounting Society at UTEP El Paso, Texas

- Develop professional skills through weekly interactive activities and workshops
- Contribute to the Improvement of the El Paso community through 12 hours of community service per semester

SKILLS

- Fluent in Korean and English (written and oral)
- Intermediate in Spanish
- Extensive use of MS word, MS PowerPoint, MS Excel, Adobe PDF
- Familiar with Adobe Premier Pro and QuickBooks
- Proficient in Sage 100 accounting software