

MING QUON DU

955 Breakwater Court — Ventura, CA 93004 — Tel: 805-647-1116 — E-Mail: mqdu@dock.net

PROFESSIONAL SUMMARY

Comprehensive range of experience and formal training in *Budget Analysis and Accounting*.

**Prepared to undertake higher level responsibilities in:
CORPORATE CREDIT-CARD MANAGEMENT — ONLINE BANKING SERVICES —
COMPUTERIZED ACCOUNTING**

ADDITIONAL QUALIFICATIONS

- Adept at managing multiple tasks and resolving or minimizing problems by identifying them in their early stages.
 - Computer proficient in accounting software such as **MAS90, FAS, J.D. Edwards, and Excel.**
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CAREER HISTORY

ADVANCED DIGITAL CORPORATION — Santa Barbara, CA (1998–Present)

[Advanced Digital provides nearly 500 financial institutions and over 10 million potential banking customers with global Internet banking services.]

Budget Analyst

Automated and standardized manual accounting procedures for server-based platforms; served as primary financial liaison to the programming group on this project. Analyzed and reconciled corporate Visa program accounts, representing 100 in-house cardholders with \$1K to \$500K limits, used primarily for IT capital acquisitions. Created a fixed asset and depreciation ledger, which supports capital computer acquisitions from \$5K to \$500K

KINKO'S COPIES, CORPORATE OFFICES — Ventura, CA (1997–1998)

Senior Accounts Payable (A/P) Specialist

Directed full-cycle accounts payable and receivable processing, account reconciliation and cash drawer balancing for 20 regional stores. Supervised and trained 3 junior specialists in A/P tasks such as posting month-end closing and journal entries.

ACCOUNT TEMPS — Santa Barbara, CA (1996 - 1997)

Financial Consultant/Junior Accountant on temporary accounting projects, including the Cottage Hospital annual budget.

BIG FIVE SPORTING GOODS, INC. — Oxnard, CA (1994–1996)

Accounting Clerk

Transacted bank deposits and wire transfers. Reconciled expense accounts. Calculated and tracked commissions of sales staff. Computed sales tax. Input inventory data from manufacturer's production sheets.

EDUCATION

Certificate in Business Management and Computerized Accounting — Sawyer College, Oxnard, CA (1990–1991)

Associate Degree in Liberal Arts and Sciences — Moorpark College, Moorpark, CA (1985–1987)

This résumé appears in the book America's Top Resumes for America's Top Jobs (JIST)©.