

Linda Bui

3506 Trevi Court | Philadelphia, PA | (215) 419-5997 | lbui9981@gmail.com

Education

Peirce College, Philadelphia, PA

Bachelor of Science, Graduation: December 2019

Major: Accounting | GPA: 3.7

Relevant Course Work:

- *Financial Accounting*
- *Introduction to Business*
- *Macroeconomics*
- *Intermediate Accounting 1 & 2*
- *Managerial Accounting*
- *Introduction to Finance*
- *H&R Income Tax Course*

Experience

H&R BLOCK | FEBRUARY 2021 - APRIL 2021

Client Service Professional, *Philadelphia, PA*

- Schedule clients how they would like to be scheduled
- Handle client exits by ensuring all current and future needs are met
- Maintain office cleanliness and organization of resources with team members
- Create Deposits For Drawer's Content

Chapman Nissan | January 2020 – February 2020

Deal Specialist, *Philadelphia, PA*

- Posting and filing wholesale/retail deals
- Processing paperwork for dealer trades
- Assisting with Account reconciliations and state paperwork
- Filing state paperwork

FIORENZA CPA | JUNE 2015 – NOVEMBER 2017

Administrative Assistant, *Philadelphia, PA*

- Scheduled and coordinated client meetings and appointments on behalf of supervisors and managers.

- Provided excellent customer service by warmly greeting clients as they arrive, answer or direct any client questions and assisting clients with invoices.
- Prepared client files in advance of appointments. Processed client files upon completion of tax preparation and prepared tax due & estimated tax payment vouchers.

VIHI REALTY | MAY 2013 - APRIL 2015

Assistant, *Philadelphia, PA*

- Communicated with clients by speaking English and Vietnamese about sending them quotes by mail, connecting them to two accounting managers quoting prices of homes, auto and life insurance, and helping them with any other concerns they may have regarding their finances and insurance.
- Typed clients' information on to the Excel spreadsheets such as their names, addresses, seller agent, seller phone number, prices, settlement dates, commission, transaction fees, and conveyancing fees for the two accounting managers
- Organized folders by separating folders into different categories based on whether they were home, auto and life insurance

Skills

- Customer service mindset
- English/Vietnamese (conversational) (fluency)
- Communication and collaboration to best serve clients and organizational goods
- Microsoft Excel
- Microsoft Powerpoint