

# Donna Day

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**OBJECTIVE:** To obtain an internship within accounting or financial analysis

## SUMMARY OF SKILLS

- Strong organizational skills developed by filing and creating a system to process paperwork, account statements and other financial documents
- High degree to attention to detail when compiling and examining various financial documents
- Excellent team work skills developed through good communication skills, managing 10 other employees, and being open to others ideas

## AWARDS & HONORS

- Awarded "Employee of the Year" 2007
- Member of Phi Theta Kappa Honor Society

## EDUCATION

**Bachelor of Science, Business Administration- Accounting** May 2019  
California State University, Fullerton

**Associate of Science, Business Administration** May 2017  
Mt. San Jacinto College (MSJC), Menifee, CA

## WORK EXPERIENCE

**Student Assistant** 9/2016-7/2017  
MSJC, Communication Lab, Menifee, CA

- Assisted students with check in and check out of materials and resources
- Recorded student grades for various class assignments
- Worked and compiled equipment user manual 'Quick-Sheet'; condensed and shortened user manual to simplify instructions

**Bookkeeper** 12/2015-9/2016  
Baiwei Supermarket, Temecula, CA

- Set-up all company financial accounts include banking, checking, saving, expense and petty cash
- Reconciled all receipts, accounts and financial statements focusing on accuracy
- Utilized QuickBooks to track and organize financial information
- Collaborated with vendors and tracked inventory, accurate order deliveries, and payment for goods

**Table Game, Floor Person** 6/2013-6/2014  
Morongo Casino, Cabazon, CA

- Supervised customers and employees to ensure compliance with all gaming and casino rules
- Communicated with other departments if security or customer service issues arose
- Addressed customer complaints about service and resolved issues
- Explained and clarified casino rules
- Ensured accurate payouts

**Table Game, Dealer** 5/2003/5/2010  
Pechanga, Temecula, CA

- Determine winners, calculate and pay off winning bets, and collect on losing bets
- Interacted with customers and ensured they had a good experience
- Monitored customers for violations of gaming regulations or casino policies
- Informed supervisor or security of any violations of rules observed
- Explained how to play games to customers

**LANGUAGE SKILLS:** Bilingual in Chinese and English