

# MALINN LEE

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Summary of Qualifications: Accountant professional with experiences with A/P, A/R, Fixed Assets, Reconciliations, General Ledger, Month End Closings, Taxes, Customer Services

Strengths includes:

- Positive personality, strong work ethics and very focused in order to accomplish daily tasks
- Well organized and attention to detail
- Excellent written and verbal communication skills
- High degree of professionalism and time management skills
- Proficient with MS Word, Excel, Google Docs

## **PROFESSIONAL EXPERIENCES**

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### **Upstate Coins and Gold June 2022 to March 2023**

**Staff Accountant:** Accounts Receivable and Accounts Payable using Netsuite ERP System

- Process high volume deposits and post into system
- Generate and prepare Vendor Payments (Check, Wire, ACH)
- Process approved invoices and entered for payment into system
- Process high volume Purchase Orders for adjustments
- Create a positive customer service base environment throughout the process loan
- Handle customer inquiries and complaints regarding PO or SO
- Develop and maintain knowledge base on products and services
- Proficient with Microsoft Excel, Word, Outlook, One Notes and Google docs

### **HCL TECH August 2020 to June 2022**

**Loan Closer:** 1+ yrs Compiling closing package to ensure accuracy and completeness

- Prepare ICD's to send to the Borrowers
- Communicate with title companies to gather all necessary information for accurate document preparation, and coordinate delivery of the documents before closing
- Balance Closing Disclosures
- Closing review of all documents in file including title, homeowners insurance, appraisal, condo documentation, tax certs, trust documents, payoffs and disclosures
- Carefully review all documents for any errors, and confirm that pricing and program are correct to insure loan will be funded

**Loan Processor:** 1+ year experience successfully navigate the mortgage process 60+ loans in pipeline resulting with 25 to 30 loans closed monthly

- Upon approval, notify borrowers and other interested parties of approval and conditions
- Order credit reports, appraisals and preliminary title reports
- Obtain verification of bank accounts ("VOD"), employment ("VOE"), mortgage and rent.
- Review documents received and obtain clarifications and corrections as required
- Prepare package and submit to mortgage loan closer for preparation of closing documents
- Provide support, information assistance, and training for new employees and loan originators/mortgage sales coordinators as required or requested Requirements

## **K Bistro 2017 to 2019**

**Owner/Accountant/Chef:** 2+ years successfully operate food truck while maintain the highest standards and act as a conduit to your connection to great food

- Schedule food truck with local breweries, private catering and events
- Purchase and prepare food on the menu
- Chef- creator of Asian Fusion Cuisine
- Cleans and maintain food truck for cleanliness
- Certified in food protection manager
- Accountant-pay bills, file sales tax, prepare financials and file tax returns

## **PRIOR WORK EXPERIENCES:**

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### **The Tiffen Company: Manufacturing**

**Staff Accountant:** 3+ years Managing/Balancing the General Ledger

- Review for accuracy and make required journal entries
- Reconciling banks statements monthly
- Maintain and reconcile Fixed Assets account to properly keep track of all additions and disposal to aligned with business plan
- Prepare month end journal entries
- Reconciliation of inter-company accounts to maintain accuracy and resolve any outstanding items to ensure proper accounting treatment
- Prepare monthly/quarterly sales tax filings according to system generated reports for payments and distribute payments on a timely manner
- Assist on physical inventory counts quarterly

### **H&R Block**

**Tax Preparer:** 2+ years Individual Tax Returns

- Collecting relevant financial records
- Inputting data into tax return software or databases
- Review tax documents, financial reports to ensure compliance with tax organization
- Completing and filing tax documents with appropriate agencies, IRS state and local government entities
- Monitor timeliness for tax filings

### **CPA Firm:**

**Accountant/Tax Preparer:** 1+ years Individual Tax Returns

- Provide bookkeeping services for clients
- File Tax returns: Dedicated individual who enjoys doing taxes with excellent communication and organizational skills who always find ways to improve tax procedures to streamline process for efficiency. Provide business owners and individuals full tax service by exceeding clients expectations and improving their financial health in order to achieve their goals.

## **EDUCATION**

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**KELLER GRADUATE SCHOOL OF MANAGEMENT:** Master Accounting Financial Management-2012

**DOWLING COLLEGE:** Bachelor of Business Administration

**SUFFOLK COUNTY COMMUNITY COLLEGE:** Associates Degree in Accounting