

Elvy Kiung

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WORK & LEADERSHIP EXPERIENCE:

Skyline Properties Inc,

Realtor

Bellevue, WA

Jan 2019-Present

Keller Williams Eastside

Realtor

Kirkland, WA

Apr 2016- Dec 2018

- Prepared market analysis statistics, bid presentation for buyers & sellers, researched listings, set up title searches and home inspections
- Established positive flow of communication with agents, clients, lender, and all personnel involved in closing transactions
- Negotiated contracts with agents representing buyers and sellers
- Educated sellers and buyers concerning home buying and selling processes
- Facilitated the closing process on behalf of the clients and insured that all parts of the contracts were met prior to closing

Shen and Company P.S.

Accounting Assistance

Seattle, WA

Nov 2012-Sep 2014

- Responsible for the preparation and processing of biweekly and monthly payroll.
- Prepare balance sheet, P&L, and cash flows statement by examine, analyze, and interpret accounting records.
- Communicate accounting issues in Chinese with clients.
- Prepared Monthly and Quarterly WA Combined Excised Tax Return.
- Prepared quarterly ESD, L&I and Form 941 tax return.
- Prepared Annual W-2, W-3 and Form 940 report.
- Preparation of month-end accrual journal entries and Cash Disbursement journal entries.

EDUCATION:

University of Washington

JavaScript Coding Boot Camp

Seattle, WA

Mar 2019- Present

City University of Seattle

Master of Business Administration in Project Management

Renton, WA

Oct 2014-Mar 2016

Central Washington University

Bachelor of Science in Accounting

Bachelor of Science in Finance

B.S. Business Administration with an Economics Minor

Ellensburg, WA

Sep2009- Mar 2012

SKILLS:

- **JavaScript**
- **HTML & CSS**
- **Node.js**
- **Firebase**
- **JQuery**