**Shaochia Vang**

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# Professional Experience

**Express Employment**  Jan. 2025 – April 2025

**Accounting Clerk**

* Utilize ERP systems to manage and process financial transactions, including sales agreements, purchase orders, and returns.
* Ensure accurate invoicing by running reports and verifying that all received goods are properly tracked and billed.
* Process cash applications for credit cards and ACH payment and maintain accurate records of transactions for financial audits.

**Robert Half**  Feb. 2024 – July 2024

**Accounts Payable**

* Managed and ensured accuracy in matching documentation and approvals with invoices, effectively reconciling discrepancies to maintain financial integrity.
* Assigned appropriate general ledger account numbers to each invoice, incorporating due dates to streamline the accounts payable process.
* Maintained and systematically reconciled various accounts payable spreadsheets, facilitating the efficient import of invoices into the accounts payable system.
* Executed payment transactions including checks, ACH, and intercompany payments, ensuring timely and accurate financial operations.

**Associated Bank** May 2021 – Jan. 2024

**Trust Fund Valuation Trading Specialist**

* Oversaw and managed all equity and bond trading activities, ensuring compliance and optimal performance for the Trust Company
* Conducted daily calculation of the net asset value for both collective and unitized funds, ensuring accuracy and timely financial reporting
* Diligently reviewed and verified trade confirmation to guarantee the accuracy of broker-initiated trades, facilitating prompt and efficient settlement through various depositories.
* Collaborate closely with Trust investments and external investment managers to swiftly identify and rectify any trade discrepancies, maintaining financial integrity and stakeholder’s trust

**Wells Fargo** Oct. 2019 – June 2020

**Teller**

* Provide comprehensive financial assistance to customers, focusing on identifying and mitigating financial risk, while offering tailored solutions to meet their unique needs
* Manage cash transactions, ensuring both speed and accuracy in processing, while maintaining the highest standards of efficiency and customer service

**Fidelity National Information Service** May 2018 – Sept. 2019

**Securities Operation Associate**

* Managed the full cycle of mutual funds trade execution and settlement, ensuring accuracy, compliance, and timely completion of all transactions
* Skillfully processed automated securities trade via the National Securities Clearing Corporation, maintaining precision and adherence to industry regulation
* Proactively engaged with clients to address inquiries and concerns, while meticulously reviewing and validating data inputs and outputs for maximum accuracy and client satisfaction

# Education

* University of Wisconsin - Green Bay
  + Bachelor degree – Economics & Business Administration with emphasis in finance
* CPA Exam Eligible/Candidate

# Software Proficiency

* Microsoft Dynamics GP
* Infor M3

# License/Certification

* Enrolled Agent