

Rivandi Phoeng
1769 Drayton Park Court, Columbus, OH 43212
phoeng.2@buckeyemail.osu.edu/614-805-5953

Objective

Seeking a full-time position in accounting, operations management, and supply chain management

Education

The Ohio State University

Columbus, OH

Fisher College of Business

Bachelor of Science in Business Administration, December 2010

Specializations: Accounting and Operations Management

Cumulative GPA: 3.08/4.00

Relevant Coursework

- Accounting: Financial Accounting I,II,&III; Cost Accounting; Tax Accounting I & II; Advanced Accounting
- Operations Management: Quality Management, Management Process Improvement, Information System in Operations Management; Six Sigma Principles

Work Experience

Matrix Seafood International, LLC, Columbus, OH

Staff Operations Intern (Jan 2010-March 2010)

- Checked inventory list in QuickBooks and made any necessary adjustments
- Checked & Organized inventory in the warehouse every once a week
- Prepared invoices utilizing QuickBooks
- Provided assistances to customers in ordering and customer supports

Ackerman Library, the Ohio State University, Columbus, OH

Student Assistant Preservative (Jan 2008-March 2011)

- Assist & train new student employees
- Print labels for all books that will be delivered to all libraries at The Ohio State University
- Label books for an average of 200 books per day
- Count an average 400 books per day before delivery process
- Jacket books that need to be covered and delivered to all Ohio State libraries

Activities

Indonesian Student Association (PERMIAS), The Ohio State University

Fundraising Manager (Sept 2009-July 2010)

- Managed fundraising team members
- Created goals each quarter for the fundraising team
- Presented the result and goals to the President and Treasury of Indonesian Student Association

Treasurer (May 2008-Sept 2009)

- Managed all finances of the Indonesian Student Association
- Prepared financial statement every quarter and reported to members of PERMIAS
- Budgeted all finances for every event held by Indonesian Student Association

Community Service

- Represented Indonesian Student Association in the 2008, 2009, & 2010 Taste of OSU
- Volunteered at The Ohio State University Hospital (Summer 2008 & Winter 2009)

Skills

Computer skills: Microsoft Office (Access, Word, & Excel); QuickBooks (proficient); PC Miller (proficient)

Language: Indonesian (fluent)