

Venatay Tjhang
5921 W 86th Street
Overland Park, KS 66207
Tel: (678) 373-7083
E-mail: venatay@yahoo.com

EDUCATION

University of Wisconsin – Milwaukee, Milwaukee, Wisconsin
Master of Science - Accounting

Santa Clara University, Santa Clara, California
Bachelor of Science in Commerce - Finance

CPA: Licensed in California (Inactive)

EXPERIENCE

Georgia Integrative Medicine LLC, Tyrone, Georgia
Accounting Manager – September 2007 to August 2016

- Responsible for all financial and accounting aspects of the clinic, including reconciliations, journal entries, accounts payable, accounts receivable
- Responsible for creating and maintaining Excel schedules to support accounting data
- Analyzed financial statements to improve business processes

Piedmont Fayette Hospital, Fayetteville, Georgia
Senior Financial Analyst – April 2007 to September 2007

- Prepared the bank reconciliations for all cash accounts
- Responsible for the productivity database
- Responsible for maintaining accounts related to assets in CIP and their subsequent capitalization when placed in service

EarthLink, Inc., Atlanta, Georgia
Senior Manager of Technical Accounting and Policies – November 2006 to December 2006

- Researched and analyzed accounting pronouncements and regulations to determine their financial and reporting impact on the company
- Documented and implemented accounting policies and procedures approved and adopted by the Corporate Finance Department

Atmel Corporation, San Jose, California
Senior SEC Reporting Analyst – January 2006 to July 2006

- Compiled and prepared footnote disclosures for SEC filings, including 10-Ks and 10-Qs
- Prepared support documentation for and assisted in the preparation of earnings releases
- Researched and analyzed various technical accounting issues and regulations applicable to disclosures and filings
- Performed monthly reconciliations and reviews related to equity and royalties
- Assisted in coordinating all SEC filings with external auditor reviews and audits
- Assisted in the preparation of audit schedules and communications with external auditors

Venatay Tjhang
5921 W 86th Street
Overland Park, KS 66207
Tel: (678) 373-7083
E-mail: venatay@yahoo.com

Calpine Corporation, San Jose, California
Senior SEC Analyst – April 2005 to December 2005

- Responsible for preparing SEC filings, including 10-Qs, 10-Ks and 8-Ks
- Coordinated the review of 8-K filings with in-house and outside legal counsels, executive management, Investor Relations and SEC Reporting departments
- Prepared support documentation for and assisted in the preparation of earnings releases
- Coordinated and interfaced with external & internal auditors during audit processes
- Researched accounting issues related to the preparation of SEC filing requirements
- Prepared special projects as needed such as gathering support for comfort letter issued by external auditor related to offering of securities

Muscular Dystrophy Association, Inc., Tucson, Arizona
Senior Accountant – February 2004 to January 2005

- Responsible for maintaining the clinical and research grant accounts, including preparing journal entries, reconciliations and analyses on these accounts
- Prepared and filed federal and all state government reporting requirements
- Prepared year-end expense account analyses for the annual budget
- Assisted in preparing localized financial statements for the Combined Federal Campaign areas requiring external audits
- Worked directly with auditors on year-end audit, including preparing lead sheets
- Responsible for special projects as assigned such as financial statement comparison reports

Isis Pharmaceuticals, Inc., Carlsbad, California
Staff Accountant – May 2002 to August 2003

- Responsible for maintaining all long-term obligations, prepaid expenses, and patent accounts, including journal entries, reconciliations and analyses on these accounts
- Performed month-end and year-end closing of all accounts under my responsibility
- Prepared SEC financial reports for long-term obligations and patent accounts
- Referenced 10-Ks and 10-Qs to supporting documentations

Arthur Andersen, LLP, San Diego, California
Experienced Staff Accountant – September 2000 to January 2002

- Traced and agreed financial statements to account balances, and performed compliance and substantive tests on accounts of client companies
- Referenced 10-Ks and 10-Qs to supporting documentations
- Documented client companies' business processes

SKILLS

Fluent in English, Mandarin and Cantonese
Proficient in Quickbooks Pro, Microsoft Excel, Word, PowerPoint, Access, Adobe Acrobat, Great Plains, PeopleSoft Financials, SAP

REFERENCES

Available upon request