



Octavia Yu

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WORK EXPERIENCE

Accounts Payable

Noho Hospitality

2015

New York, NY

Achievements/Tasks

- ◆ Managed and distributed all company documents.
- ◆ Managed company finances utilizing QuickBooks.
- ◆ Prepared accounts payable checks for 8 companies.
- ◆ Verified vendor statements and contacted vendors for outstanding invoices or discrepancies
- ◆ Maintained files of all contracts, insurance policies, tax reports, expenses, paid and unpaid invoices.
- ◆ Created filing systems for the HR department and the Finance department
- ◆ Communicated with all companies and enforced the proper expense approval process set forth in the company expense policy.

Data Entry Clerk

New York Palace Hotel

2014 – 2015

New York, NY

Achievements/Tasks

- ◆ Prepared and compiled invoices.
- ◆ Verified data accuracy and made necessary corrections.
- ◆ Transcribed information onto respective spread sheets.
- ◆ Distributed invoices to accounting department for further processing.
- ◆ Performed various administrative tasks which included: organizing employees vacation schedule and vendor order sheets.

Sales Support

Chantecaille Beaute

2014

New York, NY

Achievements/Tasks

- ◆ Managed daily invoice report reconciliation for multiple external company orders.
- ◆ Produced and prepared Chantecaille's merchandise report in collaboration with companies on a daily basis.
- ◆ Handled clerical tasks - order entries, filing and records management as assistant to the sales support staff.
- ◆ Assisted other staff members with shipment preparations.

Sales Manager

Bath & Body Works

2008 – 2013

New York, NY

Achievements/Tasks

- ◆ Dealt with client sales, financial info and logistics of managing a retail store.
- ◆ Audited financial transactions to ensure accuracy in sales and reporting.
- ◆ Counseled new and existing associates on all business aspects.
- ◆ Coached sales team to achieve revenue goals.
- ◆ Recognized for excellent customer service relationship with customers, creative merchandise display designs and punctuality.
- ◆ Excellent at multi-tasking between floor sales and administration responsibilities.
- ◆ Constantly improving on business and product knowledge to better assist customers and associates.

EDUCATION

Alliance University

Masters of Arts in Marriage & Family Therapy

2019 – Present

Herbert H Lehman College

Bachelor of Business

Administration

2006 – 2011

VOLUNTEER

Times Square Church

New York 2020 – Present

Pre-Marital Counselor

Harvest Evangelism Organization

Alabama 2013

Assistant

Peer Health Exchange

New York 2008-2010

Health Educator

REFERENCES

Noel Burton

Social Worker

✉: NBurton28@gmail.com

Donna Wilson

Counselor

✉: WDilya3@msn.com

Amber Churn

CEO Laura's Loft

✉: amdach26@gmail.com