ASHLEY VALSIN-LUU

Spring, TX • 832-257-8990 • avluu98@gmail.com

ACCOUNTING & FINANCE | RECONCILIATIONS | FINANCIAL OPERATIONS & AUDIT SUPPORT

PROFESSIONAL SUMMARY

Accounting and finance professional with public accounting experience at KPMG and hands-on financial operations responsibilities within a small business. Experienced in account and transaction review, reconciliations, invoice and payment tracking, financial reporting, documentation, discrepancy resolution, and audit support. Prior hands-on QuickBooks experience with a strong ability to refresh and learn financial systems quickly. Highly organized, detail-oriented, and comfortable working independently in remote, deadline-driven environments.

CORE QUALIFICATIONS

Account Reconciliations • Transaction Review & Coding • Accounts Payable Support • Invoice & Vendor Documentation • Financial Reporting • Month-End Support • Audit Preparation & Documentation • Discrepancy Resolution • Excel & Spreadsheet Analysis • Financial Recordkeeping • Independent Remote Work

PROFESSIONAL EXPERIENCE

Ollin Athletics & Sports Medicine — Houston, TX | Business Development Manager / Business Operations *Jan 2023–Present*

- Support day-to-day financial and accounting operations, including invoice processing, payment tracking, account review, reconciliations, budgeting support, and maintenance of organized financial records.
- Review financial activity and supporting documentation for accuracy, identify discrepancies or missing information, and coordinate corrections and follow-up with vendors, staff, and leadership.
- Prepare and maintain spreadsheets, financial summaries, schedules, and supporting documentation used by ownership to monitor expenses, payments, receivables, and business obligations.
- Coordinate vendor invoices, payment documentation, contracts, and other financial records while maintaining accurate files and timely follow-through.
- Assist with audit, lender, and due-diligence requests by organizing source documentation, tracking outstanding items, and ensuring requested financial and business records are complete and accessible.
- Use Excel extensively to reconcile and organize financial information, monitor deadlines and obligations, and communicate clear summaries to leadership.

KPMG LLP — Houston, TX | Audit Associate *Sep 2021–Jan 2023*

- Performed audit procedures over financial statement accounts, including transaction testing, account analysis, reconciliations, analytical review, and examination of supporting documentation.
- Analyzed account balances and transaction-level data, investigated exceptions and discrepancies, and documented conclusions in accordance with established audit procedures.
- Prepared organized workpapers and supporting schedules while managing multiple client requests, financial records, and deadlines in a highly regulated environment.
- Communicated with client accounting and finance teams to obtain records, resolve outstanding items, and support timely completion of audit engagements.
- Developed a strong foundation in financial reporting, internal controls, documentation quality, confidentiality, and audit readiness.

KPMG LLP — Houston, TX | Audit Intern *Jan 2021–Mar 2021*

- Supported financial statement audit procedures through account analysis, reconciliation support, documentation review, client requests, and detailed electronic recordkeeping.

CD Bradshaw & Associates, P.C. | Tax Intern *May 2019–Aug 2019*

- Supported tax and accounting workflows involving client financial records, data entry, document organization, and preparation-related accounting tasks.

EDUCATION

Master of Business Administration (MBA), Accounting Emphasis | University of Texas of the Permian Basin
Bachelor of Business Administration (BBA), Accounting & Finance | St. Edward's University

TECHNICAL SKILLS

Microsoft Excel • Microsoft Word • Microsoft Office • Google Workspace • Financial Data Analysis • Reconciliations • Financial Report Preparation • Electronic Recordkeeping
QuickBooks: Prior hands-on experience; comfortable refreshing proficiency quickly and learning new accounting platforms.