

# Victoria Phung

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## EDUCATION

### Temple University – Fox School of Business and Management

Philadelphia, PA

*Bachelor of Business Administration*

May 2025

- **Major:** Management Information Systems | **Minor:** Finance | **GPA:** 3.84/4.00
- **Honors:** Dean's List (Fall 2021 – Spring 2024), FSBM Endowed Scholarship (August 2021 – May 2025), Founders Scholarship (August 2021 – May 2025), Simon Guggenheim Scholarship (Fall 2022 – Spring 2025), PA Ready to Succeed Scholarship (Fall 2022 – Spring 2024)
- **Relevant Coursework:** Security Analysis and Portfolio Management / Data and Analytics / Data Science
- **Organizations:** Association for Information Systems (AIS), Temple Finance Association (TFA), Tri-Alpha Honor Society

## WORK EXPERIENCE

### CVS Pharmacy

Philadelphia, PA

*Pharmacy Technician: Inventory Specialist*

June 2021 – Present

- Distribute medications for clients in a swift and accurate manner for a national pharmacy chain
- Communicate with patients about medications and prescription drug insurance during customer service interactions to confirm correct medication and pricing
- Perform prescription changes and entries on RxConnect to maintain accuracy and ensure proper regulation

### PNC Financial Services

Philadelphia, PA

*Operations Intern – Asset Management: Court Accounting East*

May 2024 – August 2024

- Prepared fiduciary accounting, account reconciliation, asset distribution, and court filing in AS400 Court Accounting Program to accurately record securities valuations for estates and trusts managed by a national financial services corporation
- Analyzed service requests and research trust agreements, wills, and related documentation using Siebel and OnBase to confirm accuracy of information regarding decedents, beneficiaries, and trustees
- Executed comprehensive company-wide research to assess impact of workplace environment for employees and delivered key insights and strategic recommendations to senior management as part of the intern capstone project initiative

### Johnson & Johnson

Titusville, NJ

*Finance Intern – GS Organization: A2R*

June 2023 – August 2023

- Adjusted general ledger details using SAP Beacon and SAP BtB to reconcile accounts for retained earnings, incentive comp, and prepaids in NA Pharm and Janssen R&D for a multinational pharmaceutical corporation
- Provided and updated supporting documentation and screenshots from BlackLine to ensure accuracy regarding balance sheet account reconciliations and journal entries booked by business partners during quarter two close
- Consolidated balance sheet commentary for the Canada Balance Sheet Review and created PowerPoint slides detailing the business drivers that affected the quarterly results in order to present the information to the CFO

### Temple University

Philadelphia, PA

*Student Worker – Controller's Office: General Accounting*

June 2022 – October 2022

- Worked with the Controller's Office and Accounts Payable department to aid with analyzing invoices, financial statements, and bank reconciliations for the university and its subsidiaries
- Managed and maintained employee separation paperwork through Excel for multiple departments at Temple University, ensuring accurate validity of worker contracts
- Arranged and scanned signature authorization forms on Xtender to guarantee easy and correct access when needed by upper management for university purchases

## PROJECTS

### PNC Fiduciary Accounting Process and Procedure

Philadelphia, PA

*Advanced Distribution Reconciliation Project*

May 2024 – August 2024

- Reviewed new distribution reconciliation template used for standardizing asset distribution procedures for beneficiaries of trusts and estates in Court Accounting East (Philadelphia) and Court Accounting West (Pittsburgh)
- Validated the usability of the template by conducting tests with previously approved advanced reconciliations to ensure the display of accurate results

## SKILLS & INTERESTS

**Languages:** Proficient in Cantonese-Chinese; Conversant in Mandarin-Chinese; Basic Spanish

**Technical Skills:** Siebel; AS400 TSCI; AMTrust; OnBase Record Management System; SAP Beacon, BtB; Blackline; Microsoft Word, Excel, PowerPoint; Visual Studio Code; MySQL Workbench; AWS; Jupyter Notebook; Figma; Google Slides, Sheets, Docs

**Programming Languages:** SQL, Python, JavaScript, HTML