

## Nikki Thanh Ngan Nguyen, MBA

Results-driven professional with nearly a decade of experience in Human Resources and Finance, specializing in payroll processing, employee relations, and financial management. Experienced in utilizing ADP for payroll coordination, managing hiring and termination processes, and ensuring compliance with labor laws. Adept at AP/AR management, SOX compliance, and ASC 842 lease analysis, with a proven ability to streamline processes and enhance operational efficiency. Skilled in developing financial dashboards, managing reconciliations, and maintaining accurate records using QuickBooks. Fluent in English and Vietnamese, with strong communication skills and the ability to excel in fast-paced environments.

## Credentials & Expertise

### Expertise

- ◆ Payroll and Human Resources
- ◆ Worker's Compensation
- ◆ Training/Development
- ◆ Grievance and Complaint
- ◆ Project Management
- ◆ Budgeting

### Industries

- ◆ Real Estate & Restaurants
- ◆ Health Science & Healthcare
- ◆ Education

### Associations & Certifications

- ◆ Certificate of Proficiency in Grammar and Essential Mechanics (GEM)

### Achievements

- ◆ Craft HR procedures/policies, and create forms (EE Change in Relationship, Corrective Action Notice, CIS, etc.).
- ◆ Reconstruct HR department to be compliant with CA employment laws, regulations, and federal guidelines.

### Languages

- ◆ English
- ◆ Vietnamese

### Highlights

- ◆ **Blythe Global Advisors**, BlytheTeam Consultant
- ◆ **Kei Concepts**, HR Administrator
- ◆ **Epinex Diagnostics, Inc.**, HR Associate/Payroll Specialist
- ◆ **Kajoto Financial**, Payroll Specialist
- ◆ **Golden West College**, Admin Support Coordinator/Student Library Assistant

### Technical Proficiency

- ◆ Microsoft Office applications; QuickBooks, ADP Payroll Services, NetSuite, Sage, Eclipse, Ulti-Pro, Toast

For over 15 years, BGA has proudly filled the gap that often exists between accounting firms striving to maintain independence and their clients. We understand the compliance requirements and needs of our public and private clients. Our unwavering commitment to excellence has enabled us to assist thousands of domestic and international companies with everything from complex M&A transactions to IPOs and technical accounting for financial reporting.

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### Credentials & Expertise

#### Education

- ◆ **MBA, Master of Business Administration**, California State University of Long Beach, California
- ◆ **BS Business Administration, Minor Human Resource Management**, California State University of Long Beach, California
- ◆ **Associate in Science – Business Administration**, Cypress College, Cypress, California

### Experience

#### Blythe Global Advisors ◆ BlytheTeam Member – 2022 to present

- ◆ Conducted lease and embedded lease searches in accordance with ASC 842 regulations.
- ◆ Performed Sarbanes-Oxley (SOX) 404B Compliance and Readiness, including designing and operating effectiveness testing of internal controls over financial reporting.
- ◆ Assisted in creating and updating SOX documentation such as SOX Planning Memos, Risk Control Matrices, Process Narratives, and Flowcharts.
- ◆ Managed AP/AR processes onsite, including purchase order processing, 3-way matching, and recording and reviewing accounts receivable.
- ◆ Developed weekly financial dashboard template to track revenue, invoiced amounts, customer payments, costs (including hard and labor costs), and work hours.
- ◆ Utilized QuickBooks for bank and credit card reconciliations, matching and adding bank transactions, entering invoices, recording payments, creating journal entries, and uploading statements.

#### Kei Concepts ◆ HR Administrator – June 2021 to 2022

- ◆ Crafted HR procedures/policies, and created HR forms (EE Change in Relationship, Corrective Action Notice, CIS, etc.).
- ◆ Reconstructed the HR department by creating comprehensive guide lines for procedures/policies compliant with CA employment laws and federal guidelines.
- ◆ Worked with ADP, Toast, Blue Cross Blue Shield, Anthem, 401k, compensation, and benefits.
- ◆ Administered employee vacation, paid family leave, PTO, leave of absence, and training/development.
- ◆ Knowledge of HR functions such as Worker's Compensation, Training/Development, Grievance and Complaint.
- ◆ Supported the HR department with recruiting, staffing, interviewing, hiring, onboarding, training, and terminating.
- ◆ Assisted with various initiatives related to cultivating and maintaining company culture, employee morale, and achievement of team goals.

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### Experience



Epinex Diagnostics, Inc. ◆ HR Associate/Payroll Specialist – 2019 to 2021

- ◆ Performed background check on ADP and reference check for new hires.
- ◆ Investigated and addressed employee complaints.
- ◆ Assisted office manager with new hire onboarding packets, orientations, and training.
- ◆ Tracked EDD mails, Paid Family Leave and Paid Parental Leave claims.
- ◆ Managed timecards and served as a Payroll Specialist for our semi-monthly and bi-weekly payroll period cycles.
- ◆ Created and utilized statistical reports, conducted research, and handled employees' information requests.



Golden West College ◆ Admin Support Coordinator – 2015 to 2019  
Student Library Assistant – 2013 to 2015

- ◆ Promoted to evening supervisor in Fall 2015. Assisted dozens of staff/students daily with computer troubleshooting and other technical issues.
- ◆ Collaborated with the HR department to analyze and develop quarterly hiring budget plans for the division.
- ◆ Supervised and coached student assistants to maintain an effective work environment.

Kajoto Financial ◆ Manager/Payroll Specialist – 2015 to 2019

- ◆ Prepared monthly financial reports.
- ◆ Prepared and performed monthly/quarterly/annual payroll reconciliation.
- ◆ Managed day-to-day payroll operations, including employee time and attendance data.
- ◆ Maintained and updated employees' personnel records and responded to their verification requests.
- ◆ Responded to employee inquiries related to payroll and benefits.

### Contact Us

Blythe Global Advisors, LLC

949-757-4180

Blythe Global Advisors is headquartered in Southern California with a broad geographic reach across the United States via the BlytheTeam®

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