
Joanne Popp

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Skills & Languages

- Financial & ERP Systems: QuickBooks, Microsoft Dynamics NAV (Navision), Oracle Financials, Kingdee
- Office & Productivity: Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Core Accounting & Operations: Accounts Payable & Receivable (AP/AR), Payroll Processing, Bank Reconciliation, Invoicing & Billing, Vendor & Customer Relations
- Languages: English (Fluent), Mandarin Chinese (Native), Cantonese (Working Comprehension)

Experience

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|-------------|---|-----------------------------------|
| 2023 – 2025 | Smith Bros Meats & Catering | Colby, (Wisconsin) U.S. |
| | <ul style="list-style-type: none">• Accountant and Office Assistant<ul style="list-style-type: none">○ Handle daily administrative tasks. including filing, mail, office supplies, and receptionist duties to keep office and store operations running smoothly.○ Maintain and update company website and social media platforms weekly, highlighting sales promotions.○ Contact and coordinate with local advertising vendors and outlets to publish weekly specials, ensuring timely submission and accuracy of ad materials.○ Manage high-volume incoming phone calls and online orders; Proactively contact customers to provide order status updates and resolve special order requests for custom meat cuts and catering services.○ Process accounts payable (AP) and accounts receivable (AR) using QuickBooks; execute bi-weekly payroll, perform Weekly bank reconciliations, and issue monthly client account statements to ensure 100% financial accuracy.○ Contact vendors to resolve invoice errors and billing issues, ensuring key supplier accounts are paid accurately and on time. | |
| 2008 – 2020 | Parametric Technology Corporation | Shanghai, (Shanghai) China |
| | <ul style="list-style-type: none">• Senior Accountant<ul style="list-style-type: none">○ Responsible for branch offices in Hong Kong, Taiwan, Malaysia, and Singapore.○ Audited payments and ledgers between PTC and third party agencies.○ Reconciled account balances monthly, quarterly and annually.○ Authored monthly and year end reports for my region.○ Assisted IT in financial system testing and analysis. | |
| 2004 – 2008 | Fiducia Management Consultants Co Ltd | Shanghai, (Shanghai) China |
| | <ul style="list-style-type: none">• Accountant / Consultant<ul style="list-style-type: none">○ Managed records and prepared financial statements for clients in various industries including manufacturing and trade.○ Followed the financial rules and regulations of multiple countries where clients were located.○ Authored internal and external audits for clients.○ Coordinated with tax bureaus and clients to handle tax declarations.○ Prepared financial analysis reports for clients. | |

Education

2013 – 2016	English First Education Company Level 11 English Proficiency	Shanghai, (Shanghai) China
1999 - 2003	Tongji University Bachelor's Degree in Accounting	Shanghai, (Shanghai) China

Training

2006	Navision System Training
2018	Communication Skills Training
2019	Inner Function Communication Training