2703 Harvard Drive | North Wales | PA | 19454 | 646.753.1545

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2017

Major: Accounting | Total expected credits: 150 (MAcc Program)

GPA: 3.44 Dean's List: Spring 2013

ACTIVITIES: Member, Ascend Temple University Student Chapter, Fall 2012 - Present

# EXPERIENCE: NEW B&B DISCOUNT STORE, Philadelphia, PA Cashier/Inventory Management Union Cashier (Inventory Management) Cashier (Inventory Management)

- Manage cash transactions for customers' purchase while examining store premises for security purposes
- Keep records of inventory for hair and beauty products to ensure accurate orders of new shipments
- Provide Korean-to-English translation to resolve misunderstanding between customers and workers

## PARENTEBEARD, Philadelphia, PA

Summer 2013

#### **Summer Spotlight Program**

- Engaged in various networking activities with professionals and learned new networking techniques
- Shadowed various professionals from audit, tax, and forensics
- Acquired soft skill knowledge that are valuable in the business world

#### ELKO & ASSOCIATES, Media, PA

Summer 2013

## **Summer Leadership Program**

- Gained knowledge about the technical aspects and goals of different accounting practices such as auditing, tax, and advisory
- Networked with Elko professionals and learned about their personal experiences and advice
- Utilized various types of software such as Caseware, IDEA, and Prosystem for audit and tax purposes

## VITA, Philadelphia, PA

February 2013 - April 2013

Campaign for Working Families

#### **Tax Return Volunteer**

- Prepared tax returns for (about how many) lower income families and individuals
- Experienced hands-on work with tax related documents such as W-2's, 1098-T's, and 1099-G's
- Interviewed clients to complete tax returns efficiently and accurately

## **SKILLS & LANGUAGES:**

- Microsoft Office (Word, Excel, and PowerPoint) 2010
- Korean Conversant