

Julie Kang

julie.kang@temple.edu

8 Madison Ct | Marlton | NJ | 08053 | tel: 856.986.7111

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

Bachelor of Business Administration, Graduation: May 2015

Major: Accounting

GPA: 3.02

Selected Courses:

Financial Accounting

Business Statistics

Information Systems in Organizations

Cost Accounting

ACTIVITIES:

- Temple Move-In Volunteer, University Housing and Residential Life, Fall 2012

EXPERIENCE: TEMPLE UNIVERSITY, Philadelphia PA

March 2012- Current

Office Assistant, Morgan Hall North

- Provide customer service for 1000 students in a 27 story building
- Assist with daily administrative tasks established by university housing of residential life

KUMON LEARNING CENTER, Cherry Hill NJ

March 2010- August 2011

Mentor

- Assisted with confidential client progress using the database Excel to track their progress
- Provided customer service to parents who had questions and concerns about their child
- Provided assistance to the manager who needed the following work for all the students prepared for the next month on off days

SKILLS:

- Windows XP, Mac OSX
- Excel, Microsoft, PowerPoint
- SAP