

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Finance
GPA: 3.2
Selected Courses:
 Computer Information System
 Financial Management
 Legal Studies

EXPERIENCE: PCS 4 Green, Allentown, PA
Store Manager October 2010 – May 2015

- Responsibilities included opening and closing the store, overseeing the employees, and making sure that daily sales goals were met.
- Trained employees and made sure that they were aware of store policies and guidelines that they had to go by.
- As the store manager I made sure that customer were receiving excellent customer service and attending to any complaints and making sure that they were resolved in a reasonable manner.

H&J Wireless, Philadelphia, PA
Account Manager June 2008 - August 2010

- Handled book keeping for 9 different locations with bank statements, monthly reconciliation, accounts payable/receivable and commission tracking and distributing.
- Responsibilities included ordering office supplies and inventory, scheduling, and running errands.

SKILLS & LANGUAGES:

- QuickBooks
- Microsoft Word, Excel, PowerPoint, and Access
- Korean – Intermediate