

BILLY CHAE

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EDUCATION

University of California, San Diego
Bachelor of Arts in Political Science
Minor in Economics
Major GPA: 3.20/4.00

September 2002 – March 2007

EXPERIENCE

San Marino Academy, San Marino, CA
SAT I Instructor

December 2010 – Present

- Teach students the elements of critical reading and writing by following the guidelines set by the institution
 - Emphasize strategies that work, highlight helpful advice, and also advise students based on own experiences with standardized tests
- Instruct students on Algebra I, Algebra II, and Geometry by following the curriculum set by the institution
- Class size varies from one student (private lessons) to fifteen students
- Hold office hours for personal tutoring to focus on the individual student's own strengths and weaknesses
 - Allows for different approaches and methods to teaching

U.S. Census Bureau, San Dimas, CA

Office Operations Supervisor – Information Technology
Office Clerk – Field Operations

January 2010 – November 2010
September 2009 – December 2009

- Promoted to supervisor on January 1, 2010, based on a management assessment test, strong performance, and proficiency with Excel and PowerPoint
- Created Excel spreadsheets to document, monitor, and streamline Census data
- Trained the office on Excel and was the main point of contact for any Excel related questions
- Managed office equipment such as servers, personal computers and printers in order to maintain the work flow of each operation to meet critical deadlines
- Supervised approximately 25 clerks depending on the operation as well as delegated tasks efficiently
- Managed and organized the security detail for the office and office staff
 - Duties included supervision of the alarm system, cipher locks, and all user logins and passwords
- Prepared assignments and materials for field employees in a high stress environment and time sensitive operations

Disney Consumer Products, Glendale, CA

Undergraduate Associate – Global Audit

March 2008 – October 2008

- Prepared preliminary planning for audits including analysis of advances, guarantees, late fees, outstanding AR, unallocated cash, and variances
- Reviewed quarterly royalty statements from licensees, performed analyses of variances, and verified if licensees met their requirements based on the contract agreements
- Reviewed, analyzed, and reconciled the monthly and quarterly reports from all the international regions
- Worked closely with different departments such as Contract Administration and Revenue Accounting
- Managed multiple tasks and have an understanding on prioritizing the work according to importance
- Assisted on special ad hoc projects upon request by the Senior Manager

SKILLS / INTERESTS

- Experienced in all Microsoft Office applications, including Excel and PowerPoint
- Pursuing an MBA in 2013
- Interests include reading, hiking, music, and basketball