**Song H. Hong**

**48 Creekstone Drive**

**Newport News, VA 23603**

**(757) 320-5004**

shuisita@aol.com

**Education**

**•Bachelor of Science**

Major: Accounting, Minor: Management

University of Maryland University College

University Boulevard at Adelphi Road, College Park, Maryland 20742

G.P.A: 3.318

**Work experience**

• January 1992 - Present

**Self-employed & semi-retired**

Trade stocks and equity options listed on the New York Stock Exchange, American Exchange, and Chicago Board of Trade

• August 1992 – December 1992

**U. S. Department of Transportation, Washington, D. C. 20590**

**Clerk-Typist**: Maintained file systems for office, maintained office reference material in up-to-date condition. Received telephone calls and visitors to the office. Answered non-technical questions concerning office business. Typed reports, memos, letters, labels, cards, etc., from notes and drafts following established procedures. Assembled documents and handled correspondence requiring action of multiple concurrences.

• May 1992 –July 1992

**Unemployed**

• April 1985 – April 1992

**U. S. Army, Washington, D.C. 20307**

**Personnel Actions Specialist**: Supervised six soldiers in the maintenance of officer records. Provided and conducted classes on-the-job training for soldiers in personnel actions and management.

•January 1982 – March 1984

**Homemaker**

•February 1978 – December 1981

**Daegu Bank, Daegu city, Kyongsangbuk-do, Korea**

**Skills**

**•MS Word •MS Excel •MS Power Point**

**Awards**

**•Dean’s List (1996), University of Maryland University College**

**•The Army commendation Medal (1986 &1991), U.S. Army**

**•The Army Achievement Medal (1987&1988), U.S. Army**

**•Certificate of Achievement (1986 &1989), U.S. Army**

**•Certificate of Appreciation (1986 &1989), U.S. Army**

**•Letter of Appreciation (1987), U.S. Army**

**Certificate**

**•Leadership Development Program (1999), Graduate School U.S. Department of Agriculture**