

Dae Kim

Address: 18313 Noran Ave. Cerritos, CA 90703

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Education: University of California, Riverside (B.A. Degree in Economics 2008)

Relevant Coursework: Econometrics, Public Finance, Managerial Economics, Industrial Organization, Money, Banking, and Credit, Land and Resource Economics, Introduction to Accounting, Quickbooks Accounting, Sports Psychology, Introduction to Statistics

Experience:

General Grinding & Mfg. Co., LLC. Full Time Jan.'09- Feb.'10 (\$15/hr)

Position: Office Clerk/Administrative Assistant

- Answered incoming customer phone calls inquiring status of parts
- Organized customer and vendor information in data system
- Responsible for processing purchase orders and invoices
- Assisted in bank reconciliations
- Created packing slips for parts completed for customers
- Set up business meetings with customers
- Responsible for inventory and organization of raw materials
- Handled all basic office work, including operating fax machine, copier, ordering office supplies, and more
- Created spreadsheets for inventory and business transactions

CJ & J Ironworks, Inc. Part Time/2005-2008 (\$14/hr)

Position: Administrative Assistant/Accounting Assistant

- Answered incoming phone calls that helped business transactions
- Ordered office supplies and shop equipments
- Sorted mails and organized faxes for accountant manager
- Responsible for customer inquiries about invoices
- Handled cash transactions with customers
- Involved with heavy data entry with various statistics of business

Capabilities:

- . Fluent in English and Korean, attentive to detail, self-starter
- . Proficient with Microsoft Word, Internet Explorer, Excel, and other basic computer tasks
- . Light use of Peachtree, and completed course in Quickbooks



