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JUNGMIn erica Lee

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| Objective |
|  | Enthusiastic, experienced, and highly motivated worker with a goal to utilize my skills in a high-paced setting within the industry to become an asset to your company.  |
| Work experience |
|  | 2007-present Pawsitively Boutique Lakewood, COGeneral Manager* Responsible for all bookkeeping/accounting/payroll for the company
* Senior Sales Representative
* Customer Service Agent
* Main business liaison for all vendors

1998-2006 Airport Baggage Company/JSP Ent. Denver, COAssociate Manager* Sales Representative
* Frequently placed orders with vendors to restock merchandise
* Transferred all ledger bookkeeping to Excel spreadsheets
* Created monthly revenue reports for Denver International Airport
* Generated paychecks for all employees under JSP Enterprises
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| EDUCATION |
|  | 1998 - 2007 University of Colorado at Denver Denver, COGraduated with B.A. in Political Science * Also took many undergraduate courses in
* Business (Accounting I & II, Finance I, etc)
* Mathematics (Calc III, Differential Equations, etc)
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| Summary of qualifications |
|  | * Hard-working, self-motivated worker who is willing to learn new tasks in a high-paced environment
* Familiar with Microsoft business applications including Excel, Word, PowerPoint, and Access
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