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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, CO  General 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, CO  Associate 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 |
| EDUCATION | |
|  | 1998 - 2007 University of Colorado at Denver Denver, CO  Graduated 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) |
| 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 |