|  |  |
| --- | --- |
| Lisa Park [Name in Passport] | |
| University |  |
| Major |  |
| Date of Birth | MM/DD/YYYY |
| Exp. Graduation Date | MM/YYYY |
| Country of Citizenship | South Korea |
| Skype ID | Please check out if it is searchable email address or ID. |

단정하고 밝은 모습으로 나온 증명사진 첨부 부탁 드립니다.

**Education**

Name of University, City, Country, March, 2012 – February, 2016

Major:

Overall GPA: 4.0/4.5

**Work Experience**

**Wealth Management America, Analyst at Operations Division** [www.bnymellonwealth.com]

Feb. 2015-Oct. 2016

* Run and reconcile management reporting between sub-ledgers and financing system.
* Manage, track and report on discrepancies between cash flow reports.
* Created new documentation and keep existing documentation up-to-date

**Company Name, Position title** [website address]

2000-2001

* Assisted customers with inquiries regarding book locations, book orders and other bookstore items
* Utilized cash on a daily basis for all transactions.

**Community College, Managerial Accounting**

Sep. 2012 – Nov. 2013

* Researched cost determination, cost control, performance evaluations, and techniques for analyzing information for planning and decision making.
* Studied financial information as presented for internal management purposes.
* Wrote 5 pages paper on performance evaluations for accounting firm.

**Activities**

Student Association, President

2012 – 2016

* Academic excellence scholarship awarded for 4 consecutive years
* Academic excellence scholarship awarded for 4 consecutive years

Activities Name 2, Position

2012 – 2016

* Academic excellence scholarship awarded for 4 consecutive years
* Academic excellence scholarship awarded for 4 consecutive years

Activities Name 3, Position

2012 – 2016

* Academic excellence scholarship awarded for 4 consecutive years
* Academic excellence scholarship awarded for 4 consecutive years

Activities Name 4, Position

2012 – 2016

* Academic excellence scholarship awarded for 4 consecutive years

**Awards**

Award Name, 1st prize, MM/YYYY

Award Name, 3rd prize, MM/YYYY

**Skills Summary**

**MS Office:** Word, Excel, Power point

**Design**: Photoshop, Illustrator

**Languages**: Native in Korean and Fluent in English (TOEIC 920)

**Certificate & License**

* Driver’s license
* TOEIC Speaking Lev. 7