



# TANJA JUNG

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Las Vegas, NV 89148

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702-595-8185

Authorized to work in the US for any employer

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## WORK EXPERIENCE

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### Director of Sales

**Style City Guide** - Las Vegas, NV

June 2018 to March 2020

- Designed sales proposals for prospective clientele.
- Managed sales and marketing functions to reach new customers.
- Accurately recorded and maintained all transactions.
- Created detailed invoices and general ledger for all vendors.
- Helped organized charity events and local gatherings associated with the company.

### Accounting Coordinator

**Aegis Maintenance** - Las Vegas, NV

December 2017 to March 2018

- Managed all the financial activities and relevant departments.
- Maintained records of Account Receivable and Payable.
- Created work orders for various companies.
- Accurately recorded and organized monthly invoices.
- Accurately distributed all of monthly payments to all vendors.

### Sales Representative

**Colleen's Classic Consignment** - Las Vegas, NV

May 2016 to December 2017

- Sold new and used furniture.
- Informed and assisted customers with manufacturing details.
- Cleaned, organized, and decorated furniture for display.
- Helped Customer Service Department with miscellaneous tasks when needed.

### Clinical Research Associate / Data Manager

**Southern Nevada Cancer Research Foundation** - Las Vegas, NV

September 2014 to May 2016

#### Clinical Research Associate

- Conducted screening, consent, and enrollment of all patients.
- Coordinated patient care in compliance with protocol requirements.
- Dispersed investigational drugs and provided patient teachings.
- Responsible for establishing and maintaining relations with NCORP physicians and staff.
- Assisted Principal Investigator in conducting clinical studies.

#### Data Manager

- Responsible for all patient data entry in compliance with the HIPAA Law.
- Responsible for all protocols with NCI and Pharmaceutical tagging.
- Reorganized clinical laboratory for efficiency and protection for proprietary information.
- Evaluated patient quality of life and ordered specimen kits.
- Patient dose escalation, preparation and reporting with Principal Investigator.

#### **Accounts Payable / Receivable / Payroll / Receptionist**

**Faith Lutheran Middle and High School** - Las Vegas, NV

August 2001 to August 2014

##### Accounts Payable / Receivable / Payroll

- Responsible for all aspects of accounts payable function.
- Processed the bi-weekly payroll.
- Coordinated accounting records for yearly audits.
- Resolved vendor inquiries and differences.
- Reconciled bank statements, accounts balance sheets, liabilities, employee loans, and retirement payables.
- Assisted Tuition Clerk in processing payments and accounts.
- Accurately recorded and maintained fixed asset records and cash transactions and receipts.

##### Receptionist

- Greeted, directed, and assisted all visitors.
- Maintained employee and department directories.
- Answered a multi-line telephone system and delivered messages accordingly.
- Received and distributed daily mail.
- Prepared and distributed daily school announcements.
- Assisted students with any of their needs.

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## EDUCATION

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#### **Associate in Early Child Development**

**College (Germany) - Early Child Development** - Germany

July 1997 to December 1999

#### **High school or equivalent**

**High School (Germany) - Germany**

June 1997

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## SKILLS

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- Fluent in German (10+ years)
- Data Entry (2 years)
- Quickbooks (10+ years)
- Sales (2 years)
- Receptionist (2 years)
- MS Office (10+ years)
- Front Desk
- Salesforce
- Accounts Payable
- Account Management
- Research
- Clinical Research
- Clinical Trials
- General Ledger Accounting
- CRM Software
- GCP
- Office Management
- Laboratory Experience
- Journal Entries
- Account Reconciliation
- Accounts Receivable
- Bank Reconciliation
- Databases
- Internal Audits
- General Ledger Reconciliation
- Payroll

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## CERTIFICATIONS AND LICENSES

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### **Business Leadership**

August 2012 to Present

### **Business Communication**

August 2012 to Present

### **Accounts Payable**

May 2006 to Present

### **Payroll**

April 2005 to Present

### **Collaborative Institutional training Initiative CITI**

September 2014 to September 2016

Collaborative Institutional training Initiative CITI  
Human Research CITI Test Curriculum Completion + Biomedical Research

### **Alliance for Clinical Trials in Oncology**

December 2014 to Present

Alliance for Clinical Trials in Oncology Informed Consent

### **Alliance for Clinical Trials in Oncology**

December 2014 to Present

Alliance for Clinical Trials in Oncology

Audit Preparation

### **Alliance for Clinical Trials in Oncology**

November 2014 to Present

Alliance for Clinical Trials in Oncology

Resource for CRP'S

### **Clinical Trials Training Master Course**

September 2014 to Present

- Clinical Trials Training Master Course
- Long Term Follow-Up
- Serious Adverse Events
- Patient Reported Outcomes
- Audits-Quality Assurance
- Ethics in the Conduct of Clinical Trials
- Cooperative Group Concept
- Scientific Challenges and the role of the CRA
- Data Submission
- Toxicity and Adverse Event Reporting
- Expectation and IPR Reports
- Specimen Tracking
- CRA Perspective

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## **ASSESSMENTS**

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### **Typing — Expert**

February 2020

Transcribing text using a standard keyboard.

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.