

Kyeongyun “Hannah” Acuna

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Objective

Self-starting individual with excellent organizational skills and High school diploma. Seeking a position with a company that will allow me to fully utilize my organizational, computer and problem solving skills.

Education

- **Farmington High School**, Farmington Hills, MI
 - High School Diploma

Experience

July, 2019 - March, 2021

Administrative Assistant | DTE Trombly | Detroit, MI

- Scheduling
- Submitting files within deadline
- Attention to details for error/issues and following up on assignments
- Learning/adapting to different programs to achieve different tasks
- Maintaining office filing system
- Scanning and organizing digital files
- Creating work order, PO, etc.
- Creating Excel spreadsheet for organizing information
- Checking for error and submitting timesheets
- Ordering necessary tools on time (Harnesses, rubber goods, etc)

June, 2015 – July, 2019

Administrative Dept. | Church of God | Livonia, MI

- Organizing and scheduling Bible study appointments
- Checking and distributing documents and correspondence (Education Academy)
- Receiving, sorting and distributing incoming mail
- Maintaining filing systems
- Photocopying and scanning
- Typing documents and correspondence
- Checking and entering data on Excel
- Updating and maintaining databases
- Controlling basic accounting functions such as checking invoices and making deposits
- Keeping office area neat and tidy
- Preparing PowerPoint presentations for special events

- Coordinating open houses and Bible Seminars

Skills

- Good numeracy skills
 - Accurate keyboard skills (77 WPM)
 - Fast at learning new tasks/programs
 - Knowledge of office management systems and procedures
 - Knowledge of administrative procedures
 - Strong interpersonal and communication skills
 - Effective organizational and time management skills
 - Capable of problem solving and handling multiple tasks at once
 - Highly motivated and a self-starter
 - Attention to detail and accuracy
 - Excellent customer service
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- References available upon request