Eunyoung Ahn

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Authorized to work in the US for any employer

# Work Experience

## Assistant Property Manager/Administrative Assistant

ACE Property Management, Inc. - Sunnyvale, CA

March 2020 to Present

* Cover front desk as needed.
* Accounting: accounts payable assistant.
* Handle HOA complaints from home owners, create work orders, determine if it’s HOA issue or home owner, a lot of scheduling
* Update homeowner, vendor, and renter information in App Folio.
* Request and collect needed information.
* Create work orders, assign them to appropriate vendors, and follow up;
* Customer service.
* Do other projects as necessary.

## Legal Assistant

Yvette Lee Law Group - Sunnyvale, CA

March 2019 to Present

* Manage immigration law cases.
* Answer phone and emails, and schedule appointments.
* Process and file invoices, legal and personal documents.
* Communicate with clients, managers, attorneys, and associates.
* Gather necessary documents.
* Create and update immigration forms.
* Contact USCIS and US consulates for information and updates.
* Translate from and to Korean and English.
* Complete tasks with analytical skills.

## Stay at Home Mom/Private Tutor/Private Teacher

August 2008 to March 2019

Responsibilities

* Teach writing, spelling, phonics
* Lead book clubs, create lesson plans, coordinate the classes, and educate the parents.

Accomplishments

* students improved their pronunciation, spelling and comprehension.
* Some students received awards in writing competition.

Skills Used

* Time management, sales, teaching, and communication skills.

## Public Relations (Volunteer)

Hope Box - San Jose, CA

March 2012 to Present

**Responsibilities**

* Contact business entities for fundraising and volunteering opportunities.
* Communicate, advise, and train the student and adult volunteers for education and possible future volunteering opportunities.
* Plan and schedule volunteer activities.
* Prepare annual benefit concert and donation drives.
* Make announcements and present concert rules in large gatherings.
* Process and keep the volunteer hours, and issue volunteer hour certificates.

**Accomplishments**

* Help raise fund to benefit children in need.
* Set up volunteering opportunities at JW House, Sunday Friends, and Guiding Light Project.

Skills Used

Managing people and time, communication skills

# Education

## BS in Computer Science

California State University - Fresno, CA 1990 to 1992

**High school diploma or GED**

# Skills

* Microsoft Excel
* Microsoft Word
* Microsoft Powerpoint
* Microsoft Office
* Korean
* Property Management
* Public Relations
* Fundraising
* Tutoring
* Administrative Experience
* Accounts Payable
* Accounting software
* Typing
* Adobe Acrobat
* Google Suite
* Hand tools
* Windows
* Computer hardware
* Databases
* Customer support
* Accounts receivable
* Microsoft Outlook
* Analysis Skills

# Assessments

## Typing — Highly Proficient

July 2021

Transcribing text

Full results: [Highly Proficient](https://share.indeedassessments.com/attempts/da76d5949ec947324f0e0629f6dab01ceed53dc074545cb7)

## Administrative support professional fit — Expert

March 2021

Measures the traits that are important for successful administrative support professionals Full results: [Expert](https://share.indeedassessments.com/attempts/e6f54e3957d046ce98647791891dd1b9eed53dc074545cb7)

## Basic attention to detail — Highly Proficient

July 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](https://share.indeedassessments.com/attempts/05ae73a30a1acfb1db179d2e244ffcc4eed53dc074545cb7)

## Data entry: Accuracy — Highly Proficient

March 2021

Entering data quickly and accurately

Full results: [Highly Proficient](https://share.indeedassessments.com/attempts/338d76536fd03361832a1ca9d5dc1b87eed53dc074545cb7)

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