

HANNAH D. YEE

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OBJECTIVE

A task oriented self starter seeking an office assistant position to utilize strong MS Word and Excel skills. Possesses strong organization, editing, and writing skills, and is both PC and Mac literate. Has excellent research skills and a good history of providing customer service. Is comfortable planning, doing record keeping, and creating reports.

EDUCATION

HILLSDALE COLLEGE, Hillsdale, MI
Bachelor of Science
Mathematics Major

May 2011
GPA: 3.1/4.0

COLLEGE OF DUPAGE, Glen Ellyn, IL
General studies

May 2009
GPA: 3.9/4.0

EXPERIENCE & EMPLOYMENT

KOHL'S DEPARTMENT STORES, Beaverton, OR
Seasonal Employee

Nov - Dec 2011

- 25% customer interaction via sales assistance
- Restock shelves and maintain sales floor visual presentation

ST. STEPHEN'S ACADEMY, Beaverton, OR
Upper School Mathematics and Science Teacher

Aug – Oct 2011

- Teach 7th and 9th grade mathematics and science courses
- Revise upper school writing standards, create long and short term lesson plans including lecture and lab classes, communicate with parents, student assessment, keep grade records

HILLSDALE COLLEGE, Hillsdale, MI
Tutor, Mathematics and Computer Science Department

Sept 2010 – May 2011

- Tutor college mathematics

KENT STATE UNIVERSITY, Kent, OH
Undergraduate Researcher, Department of Mathematical Sciences

Jun – Jul 2010

- Team-present weekly reports on findings. Oversee creation of research summary report, including writing, editing, and compilation
- Obtain background information using books and digital media. Pursue leads, including personally gathered ones

WITHOUT RESERVATION, Bemidji, MN
Research Volunteer, audio/video nonprofit production organization

Summer 2009

- Research and recommend radio stations for expansion of broadcast audience. Worked locally in Bemidji and remotely

COLLEGE OF DUPAGE, Glen Ellyn, IL
Peer Tutor

Jan 2008 – Aug 2009

- Tutor individuals and groups in college mathematics, biology, philosophy, and occasionally political science
- Teacher's assistant for preparatory mathematics class. Answer student questions and record performance data
- Explain concepts and reinforce them. Assist with editing student's papers. Create daily reports summarizing tutoring sessions which are used for continuity purposes and status reporting

JEWEL-OSCO FOOD STORES, Wheaton, IL
Cashier and Service Clerk

Jan 2007 – Jan 2008

- Checkout cashier with extensive customer interaction