

# Viola Chim

Irvine, CA - Email me on Indeed: [indeed.com/r/Viola-Chim/34d9da511106a76a](https://www.indeed.com/r/Viola-Chim/34d9da511106a76a)

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Marketing

Laserfiche - Long Beach, CA -

January 2016 to Present

Managing Marketing Department's Co-Op reimbursement processes

Approving required/supporting documentation

Submitting purchase orders on behalf of Value Added Resellers

Assisting with Events Coordination

### Bank Teller

Wells Fargo - Irvine, CA -

November 2013 to July 2015

Provided new account opening, check cashing, money transfers, and other services to at least 50 customers each day

Supported branch operations by performing tasks such as balancing the vault, taking shipments, organizing cash, and balancing ATMs

Played an essential role in finding the right solutions for customer needs by directing them to the right products and service and referring them to a banker

## EDUCATION

### MBA in Marketing

University of Redlands - Redlands, CA

April 2016 to August 2017

### BS in Business

University of Redlands - Redlands, CA

May 2014 to April 2016