

YOUNG MIN LEE

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Career Objective

Motivated Candidate seeks to be a team member of Finance & Accounting as an Accountant - Accounts Payable.

Excellent team-building skills and a passion for deadline-driven work.

Skills & Qualifications

- Fluent in both Korean and English
- Proficient in Microsoft Office Suite including Excel/Word/PowerPoint
- Experienced with SAP, Quickbooks
- Experienced with Payroll Systems and Time & Attendance Systems. (ADP, PrismHR / HRP, TimeCo)
- Enjoy working as a team member as well as independently.
- Advanced time organizational skills with the ability to handle multiple assignments.
- Ability to maintain strict confidentiality.
- Won the Employee of the Year 2015 in Asiana Airlines.

Work Experience

Payroll Representative

03/2017 to Current

Modern HR, Inc. – Burbank, CA

- A book of business assigned and responsible to pay client's employees, with combination of 10-15 clients.
- Worked as the primary contact of my clients for payroll related matters, create long-term relationships and customer care.
- Not just processing the information submitted but also responsible to ensure the compliance on payrolls.
- Worked closely with other departments of company, including Human Resources, Benefits and Tax & Accounting.
- Assisted with pulling variety of reports to meet the needs of my book of business.
- Completed employee employment verifications and unemployment paperwork in a timely manner.

Supervisor, Human Resources

05/2015 to 03/2017

Asiana Airlines, US Regional HQ Office – Los Angeles, CA

- Processed semi-monthly payroll for approximately 300+ employees in multiple locations utilizing ADP WorkForceNow.
- Addressed and resolved general payroll-related inquiries.
- Reconciled monthly reports with all payments related to payroll expenses such as Payroll and Employer contributing taxes.
- Resolved all employee relation inquiries, benefit administration inquiries associated to 401(K) and Worker's Compensation.
- Completed employee employment verifications and unemployment paperwork in a timely manner.
- Coordinated recruiting activities by reviewing resumes, working with candidates and assisted hiring managers.
- Conduct semi-annual performance appraisal and keep the records.

Accounts Payable Specialist

04/2011 to 05/2015

Asiana Airlines, US Regional HQ Office – Los Angeles, CA

- Prepared A/P vouchers for Los Angeles HQ office and Reviewed vouchers prepared from multiple locations for accuracy and proper expense disclosure.
- Daily tracking of payables and process checks/EFT payments.
- Communicated with vendors to research and solved payment discrepancies.
- Reviewed employee expenses report to ensure employees follow company's accounting policy and procedure.
- Coordinated current budget and Create annual budget plan for the following year.
- Prepared monthly cash flow report after reconciliation for internal decision makers and external auditors.
- Cooperated closely with HQ in developing new Cash Management System.

Part-time Sales Staff

11/2010 to 04/2011

The Face Shop – Los Angeles, CA

- Assisted Customers to find product that meets their needs.
- Suggested the plan of monthly sales promotion.
- Processed inventory management data.

Customer Relations Assistant

02/2009 to 07/2010

SkinFood HQ Office – Seoul, KOREA

- Handled 50+ complaints and inquiries daily through on-line website.
- Provided guidance to local branch managers to help them to handle complaints.
- Input qualitative data using Excel and Analyzed result.
- Assisted Education Team when preparing monthly service training.

Education

Bachelor of Science: Chemical & Biomolecular Engineering

Sogang University - Seoul, KOREA

- Minor in Integrated Biotechnology
- 3.43/4.5 GPA