Da Hyun “Daisy” Song

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Personal Skill Set

* Bilingual - Fluent English, conversational Korean
* Experienced with Microsoft products, intermediate computer programs, AP/AR, Dynamics SL, MAS90
* Type 65 wpm
* Articulate, organized, and experienced in customer service, office work, money handling, management
* Quick learner, team player, professional, punctual, and detail oriented

Education

**Southern New Hampshire University** – Online  
Applied mathematics, graduated Spring 2020

**Azusa Pacific University** – Azusa, CA

Work Experience

**ETS Laboratories** – October 2018 – April 2019

* Accounts receivable, customer relations, credit card reconciliation, collections, filing

**Chick-Fil-A** – September 2017 – October 2018

* Supervisor, Inventory Specialist

**Burgerim** – February 2017 – May 2017

* General manager – basic accounting (labor, sales vs profit, A/P, assisting on payroll), scheduling, inventory

**Magorian Mine Services** – January 2017 – March 2017

* Office Manager – Accounts payable, accounts receivable, general ledger, check runs, payroll

**Clarté Lighting** – February 2016 – January 2017

* Office work, including but not limited to:
  + Accounts payable/purchasing
  + Basic accounting (statement distribution, overhead invoices, check runs for vendor payment, etc.)
  + Assisting on payroll
  + Secretary (answering phones, relaying messages, filing, etc.)