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|  |  Karen Kim357 Geneva Rd, Glen Ellyn, IL 60137Phone: (224)-305-2844E-mail: karensoooyoung@gmail.com  | C:\Users\Mom\Desktop\Karen pic\IMG_7515.JPG |

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|  | ObjectivesTo become an EFL teacher in South Korea for adults and adolescents. EducationMaster of Arts at Wheaton College (Wheaton, IL August, 2014)**Masters in Business Administration** **at Andrews University** (Berrien Springs, MI 1985)      **B.S.   in Accounting   Loma Linda University** (La Sierra Campus  Riverside, CA   1982) **Computerized Quickbooks Accounting Class at the College of Dupage** (Glen Ellyn, IL  2009)ExperienceBusiness Administrator (January 2012 – December 2012)Top Learning Center (Manassas, VA)* Used professional knowledge of the organization’s business practices to work independently, conducting administrative support.
* Used knowledge and skill of accounting to conduct business accounting for payroll, purchases, A/P, A/R,  and cost analysis.
* Directed the overall day-to-day operations of accounting functions, including review and approval of accounting transactions and manage of cash flow.
* Analyzed accounting system and solved a variety of accounting problems related to Payroll and Account Receivable.
* Brought controversial financial information and cost problem findings to the supervisor’s attention for direction.
* Conducted cash receipts accounting functions and reconciled bank statement.
* Conducted payroll tax filing for the Academy; reconciled payroll system and general ledger payroll data.
* Tracked daily ongoing operations and solve problems related to financing and administration.
* Checked monthly accounting data and compared reports to source documents.
* Independently planned and conducted a variety  of assignments, such as recruiting teachers, interviewing, contract signing, and serving as a liaison to the director and teachers.
* Planned and carried out the teacher’s meetings and discussed timeframes, scope of assignment, and possible approaches.
* Provided recommendations for improvements in finance and administration control.
* Other administrative duties as called by the director.

Accounting Manager (February 2005 – December 2011)Altmed (Manassas, VA)         Supervised accounting staff’s reviewing and posting journal entry, vouchers processing, cash reception entry, and bi-weekly payroll processing.          Directed the overall day –to-day operations of  accounting functions including review and approval of accounting transactions and management of cash flow.         Analyzed accounting system and solved a variety of accounting problems related to Payroll and Account Receivable.         Brought controversial financial information and cost problem findings to the supervisor’s attention for direction.         Conducted cash receipts accounting functions and reconciled bank statement.         Conducted payroll tax filing for the Academy; reconciled payroll system and general ledger payroll data.         Tracked daily ongoing operations and solve problems related to financing and administration.         Checked monthly accounting data and compared reports to source documents.         Provided recommendations for improvements in finance and administration control.         Oversaw workflow of daily deposits for the clinic, reported to the administrator.         EOB application to patient’s accounts.         Conducted daily patient billing.         Conducted insurance claims.         Handled IRS correspondences and worked with Certified Public Accountants to file the corporate income taxes.         Hired office staff workers.         Filed maintenance reports.Business Manager (January 1993 – January 2005)Arlington Dental (Arlington Heights, IL)* Applied cash receipts to patient accounts.
* Handled patient management such as scheduling, reminder post cards, answering phone calls and collection.
* Handled quarterly estimated payments, prepared and paid annual business income tax.
* Prepared the quarterly and annual payroll tax filings.  Paid monthly federal  and state tax deposits.
* Ordered dental supplies.

District Accounting Manager (November 1987 – December 1992)Browning Ferris Industries (Glen Ellyn, IL)* Prepared and submitted the annual operating budget for the district to the corporate office for approval
* Responsible for the payroll for the management utilizing ADP service.
* Accurately maintained the fixed asset accounts such as garbage trucks, containers, and the automobiles for the management.
* Maintained the personnel files for the management employees.
* Managed personnel files,
* Worked heavily with general ledger accounts. Focusing on the AR reconciliation and fixed asset accounts.
* Heavily worked on monthly and annual closing books.
* Participated any special projects directed by the division controller.
* Accurately prepared the bank reconciliation for the all the company accounts.

Accountant (September 1985 – October 1987)Tongkook U.S.A. Inc. (Elk Grove Village, IL)* Prepared payroll for approximately thirty employees.

         Prepared and filed quarterly payroll state and federal employment taxes.         Monthly bank reconciliation for all the company bank accounts         General Ledger maintenance, made sure all the general ledger accounts were in balance.         Accurately followed up on business expense reimbursement requests.         In charge of recruiting and hiring new employees.         Served as the primary liaison between CPA and the company executive.         Reviewed, approved, and processed the invoices (A/P) accurately and in a timely manner for all vendors.         Managed and maintained employee personnel files.         Created weekly profit goal, analyzed the variance with actual performance, then reported the possible contributing factors for the variance and recommended a plan.          Planned and carried out monthly employee meetings.         Special misc projects directed by the CEO.ActivitiesTreasurer Asian Club (Riverside, CA)* Planned and carried out all the financial functions.  Collected club fees , participated in fund raising activities and recruited new members.

Treasurer West Central Adventist Church (Oak Park, IL)* Posted offerings paid by church members to each person’s account.

         Accurately handled bookkeeping with Illinois Conference with proven ability.         Participated in monthly board meeting and prepared the annual budget for the church.  Personal ReferenceAlan A. Seaman, Ph.DProfessor, Wheaton CollegeAlan.Seaman@wheaton.edu630-364-9091Cheri Pierson, Ph.DProfessor, Wheaton CollegeCheri.Pierson@wheaton.edu630-624-1238Gerald Lee, MD Ph.DPresident/Owner, ALTMED703-678-5186Angela HayDirector – Top Learning Center708-732-4616 |

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