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|  | Karen Kim  357 Geneva Rd, Glen Ellyn, IL 60137  Phone: (224)-305-2844  E-mail: karensoooyoung@gmail.com | C:\Users\Mom\Desktop\Karen pic\IMG_7515.JPG |

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|  | Objectives  To become an EFL teacher in South Korea for adults and adolescents.  Education  Master 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)  Experience  Business 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.  Activities  Treasurer  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 Reference  Alan A. Seaman, Ph.D  Professor, Wheaton College  [Alan.Seaman@wheaton.edu](mailto:Alan.Seaman@wheaton.edu)  630-364-9091  Cheri Pierson, Ph.D  Professor, Wheaton College  [Cheri.Pierson@wheaton.edu](mailto:Cheri.Pierson@wheaton.edu)  630-624-1238  Gerald Lee, MD Ph.D  President/Owner, ALTMED  703-678-5186  Angela Hay  Director – Top Learning Center  708-732-4616 |

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