

MARGARET CHANG

44447 Fish Hatchery Rd. Apt #248

Madison, WI

(608) 555-5310

OBJECTIVE

Seeking a position in accounting or finance analysis in a corporate setting with opportunities for advancement.

EDUCATION

Master of Business Administration, concentration in **Finance and Accounting** 2015
EDGEWOOD COLLEGE, Madison, WI

Bachelor of Arts, Anthropology 2010
RHODE ISLAND COLLEGE, Providence, RI
Magna Cum Laude (GPA 3.63)

PROFESSIONAL SKILLS

Sales/Marketing

- Promoted Sales of the Guardian's Individual Disability Insurance Products
- Assisted in sales by providing pricing information

Training/Supervision

- Motivated and trained employees on a wide range of responsibilities to help promote employee performance and advancement
- Trained interns to use different software for data entry
- Coordinated and organized team building
- Conducted meetings to ensure quality performance

Customer Service

- Strived to maintain good working relationships between employees and management
- Conducted myself in a friendly and professional manner when dealing with customer concerns
- Supervised employees in maintaining high customer service standards
- Ensured customer service and satisfaction at all times

Bookkeeping

- Prepared monthly sales report, office expenses, and business expense
- Created pre-billing invoices for special clients
- Handled billing and accounting changes
- Developed strategies in maintaining and updating pricing system software

WORK EXPERIENCE

COVANCE LABORATORIES, Madison, WI 2012-Present
Food and Drug Analysis – Client Services
Administrative Assistant

GUARDIAN LIFE, Roswell, GA 2010-2012
Front Office Administration/Executive Support

PUBLIX SUPERMARKET, Alpharetta, GA 2007-2010
Front End Coordinator/Office Staff Cashier

COMPUTER SKILLS

Windows 2003, XP & Vista