

After

General

1. Consistent style
2. Effective, accurate action verbs

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**Permanent Address:**  
123 Longwood Avenue  
Brookline, MA 02146  
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**EDUCATION**

*GPA to  
hundredths*

**Cornell University**, College of Arts and Sciences, Ithaca, NY  
Bachelor of Arts in Sociology, May 2009 GPA: 3.01  
Full Year Mandarin Chinese Language Concentration  
Financed 80% of education through summer jobs, work study, loans and grants.  
Worked 8-10 hours/week throughout college.

*If financed a large  
portion, include %—  
shows initiative, ability  
to handle work load*

**Bronx High School of Science**, Bronx, NY, Diploma 2005

**BUSINESS  
COURSES**

Financial Accounting • Human Resources Management • Marketing • Statistics  
Business Management • Microeconomics • Macroeconomics • Calculus

**EXPERIENCE**  
September 2005-  
Present

*Dates can go  
on the left or  
right side*

**Assistant Finance Manager**

*Center for Religion, Ethics, and Social Policy*, Cornell University, Ithaca, NY  
• Manage finances (A/R, A/P, General Ledger Accounts) up to \$80,000 on modified Excel spreadsheet.  
• Reconcile bank statements; compile project reports.  
• Assisted in producing monthly and quarterly reports, budgets, income statements, and balance sheets.

*Highlight either  
position or employer*

Summers 2006, 2007

**Business Administrator**

*IBM Corporation*, New York, NY  
• Maintained branch office finances and monthly forecasting on self-designed Excel spreadsheets with macros.  
• Developed 50% of all spreadsheets used in operations of department.  
• Created database containing 4,000 machines to perform inventory audit.  
• Prepared visual materials for executive presentations to the branch manager using computer-aided graphic design.

*Results-oriented*

Summers 2005-2007

**Associate**

*Express*, New York, NY  
• Promoted to supervisory position as wrap desk coordinator after first summer.  
• Assumed sole responsibility for opening and closing 4 registers totaling \$15,000.  
• Managed and trained cashiers.  
• Increased daily sales of women's clothing by 20%.  
• Received employee of the month award based on sales, flexibility, and customer service.

*Quantify & show level  
of responsibility*

July 2002-  
August 2003

**Research Assistant**

*Queens College*, Queens, NY  
• Researched economic socialization of adolescents and co-authored paper with Dr. JoAnne Miller.  
• Designed and constructed survey independently; collected, organized, and compiled data.  
• Assisted in evaluating and analyzing data using SAS.

**SPECIALIZED  
SKILLS**

**Computer:** Excel, FASS, Harvard Business Graphics, dBaseIIIPlus, WordStar, DisplayWrite  
**Languages:** Mandarin Chinese (Fluent), Spanish (Proficient)

**ACTIVITIES/  
INTERESTS**

ESL (English as a Second Language) Tutor for group of 5 student spouses.  
Arts and Sciences Peer Advisor—Counsel students on academic courses of study.  
President, Minority Business Students Association, 2008-2009.  
Co-Chair, Chinese Students Association Annual Charity Fund Drive—raised \$5,000.