

Kimberly Lynn Sharp-Ko

7225 N. Paulina St. #3, Chicago, Illinois, 60626

773-764-9847

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Objective

I would like to work in a position that enables me to utilize the management, accounting and teaching background that I have to the fullest.

Experience

Vault/NSF Clerk

2000-present Costco Wholesale, Inc., Chicago, Illinois

- Manage and allocate the vault funds and deposits for an individual warehouse
- Make collections and file police reports on NSF/Fraud cases
- Provide Administration/payroll/sales audit assistance when needed
- Provide back-up LP when needed

English Native Speaker Teacher

1995-2000 South Korea

- English teacher for the South Korean Army Intelligence School
- English teacher for several private institutes in Suwon and Seoul, South Korea
- English teacher for Samsung Electronics Global Management Center
- English teacher for Hyundai Aerospace Development Division

Marketing Manager

1990-1995 Photo Express, San Diego, California

- Analysis of current/future marketing for client procurement
- Development of sales and advertisement
- Consultation on procurement of equipment in the photo lab

Professional Pre-School Teacher/Home Day Care Owner

1982-1995 Early Childhood education instruction and care

Full Charge Bookkeeper

1980-1982 El Torito Restaurants, Inc. La Jolla, California

- Accounts Receivable/Accounts Payable/ General Ledger
- Maintained books and postings for an individual restaurant
- Payroll/Insurance for 75-150 employees
- Audited billings, charges for the restaurant.

Education

Commissioned Air Force Lt. from Southern Illinois University Air Force ROTC
Retired in May 1986

B.S. from Southern Illinois University, Carbondale Illinois in the College of Human Resources specializing in Early Childhood Development and Education.

- Dean's list at graduation/Top fifth of graduating class
- SIU Trustees Award for Honorable Service in ROTC

Interests

Fishing, crafting, sewing, gardening, cooking, reading, travel, sports, planning and organizing, and trying new foods and interests.

References

References are available on request.

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