

JIHEE ROSALIE KIM  
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## EXPERIENCE

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STUDIO DWELL ARCHITECTS Chicago, IL 11/2005 - 8/2008

**Office Manager/Bookkeeper/Accounts Payables/Receivables**

- Manage Invoicing/Billing for All Projects
- Payroll/Health Insurance/Accounts Payables and Receivables Management
- Organization of Award Submittals/Press Releases
- Organization of Vendor Library
- Coordinate Letters, Mailings and Notices
- Marketing Design and Management
- Prepare Meetings/Travel Arrangements/Party Planning
- General Office Duties/Supply Ordering

SMITHBUCKLIN CORPORATION Chicago, IL 4/2005 - 11/2005

**Membership Associate**

- Manage Database for 2 National Organizations
- Handle all Membership Dues Payments
- Coding Payments, Purchase Orders and Invoices to Appropriate General Ledger Numbers
- Lockbox Tracking
- Produce Statistics and Reports
- Management of All Mailings
- Prepare Materials for Printing Mass Mailings
- Responsible for Controlling Membership Cards
- Organize and Track Registrations for Courses and Conferences
- Assistant to 2 Executive Directors, Supervising Managers, Account Managers and Membership Coordinator
- Manager and Follow Up On Multiple Inboxes and Voicemails

DRAGONFLY MANDARIN RESTAURANT & LOUNGE Chicago, IL 12/2001 - 6/2004

**Office Manager/Bookkeeper**

- Manage Accounts Payables/Receivables, Payroll, Petty Cash Including But Not Limited to Tracking Invoices, Payments, Receipts, etc.
- Supervise, Train and Perform Employee Evaluations for Staff of 60
- Creation and Maintenance of Vendors and Press Relationships
- Inventory Oversight and Maintenance
- Compilation of Business Manuals
- Utilizing Graphic Design Skills for Design Purposes
- Organize Events Planning, Travel Arrangements, and Meeting Scheduling for Management and VIP Guests
- Coordinate Monthly Fashion Shows
- Acquisition of Food Service Sanitation License

## EDUCATION

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Webster University, St. Louis, MO 1996 - 2001  
BA Art Education

Regents College London, England 1/2000 - 6/2000

## SKILLS (PC & MAC)

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Quickbooks PRO	MS Excel	Adobe Illustrator CS2
MS Outlook	MS Word	Adobe Photoshop CS2
MS PowerPoint	Crystal	Adobe Acrobat Professional
IL Notary Public (expires 2011)	Type : 70+ WPM	Dreamweaver 8