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EDUCATION **State University of New York at Binghamton, New York** **Aug 2011**
Bachelor of Science, School of Management Accounting
Major GPA: 3.59

Broome Community College, New York **May 2009**
Associate of Science, Business Administration
Cumulative GPA: 3.65

RELEVANT EXPERIENCE **JST Collection Corp** **Sep 2011 – May 2012**
Full time, Accounts Payable Coordinator, Manhattan, NY

- Review all invoices for appropriate documentation and approval prior to payment
- Sort and distribute incoming mail via post mail or email from international (China and Hong Kong) and domestic
- Prioritize invoices according to cash discount potential and payment terms
- Finalize daily and monthly payable report, Trip report and Freight (UPS, FEDEX)

A.V.R.E (Association For Vision Rehabilitation and Employment), Inc **Jan 2011 – May 2011**
Spring Internship, Accountant Assistant, Binghamton, USA

- Managed to *A.V.R.E*'s last year(2009 and 2010) price invoice, bill of lading, purchase order for closing entries and trial balance to prepare 2011 financial statement
- Priced raw materials inventory, job costing, and compliance testing for inventory management, external, and internal financial statement
- Worked bookkeeping such as account receivable, payable, and expenses, etc
- Audited 2010 and 2011 *A.V.R.E*'s invoice and purchase order to help insure that management has in fact applied U.S GAAP (Generally Accepted Accounting Principles)
- Investigated *A.V.R.E*'s invoice (from January, 2010 through March 2011) to receive 2010 and 2011 *A.V.R.E*' sales and fuel rebate tax refund based on 2011 New York State Tax regulation

Humanmedia Inc **Dec 2004 –February 2007**
Full time, Staff, Business Development, South Korea

- Prepared *Humanmedia*'s monthly financial statements, taxations, and expense reports utilizing Microsoft Excel and Microsoft Word for use by staff accountant to evaluate the financial position of the company
- Analyzed financial statements in a team environment to set product pricing to obtain competitive pricing in the education software game industry
- Marketed products to attract potential domestic and international customers at trade shows
- Promoted new games to 100 customers by phone and website, contributing to a 230% increase in profits
- Tested code and provided feedback to simplify a developing process to software programmers such as Microsoft Visual C++, Adobe Photoshop CS2

ACTIVITY **Hap-Ki do, First Degree Black Belt, Cheong-ju, South Korea** **April 2007 – October 2007**

- Exercised every day to strengthen mental and physical capabilities for pursuing first black degree belt

SKILLS AND INTERESTS

- Computer: Microsoft Office Suite including Access, Microsoft Visual C++, HTML, Web Programming, Adobe Photoshop
- Interests: Baseball, Basketball, Bowling