Home: 828.459.7293 leevang@bellsouth.net Mobile: 828.469.8222

**Objective:** Seeking a position as a financial analyst at a company where I can utilize my skills and experience

**Education:**

DeVry University (GPA 3.8) Charlotte, NC **1/2012**

**Bachelor of Science Technical Management – Finance concentration**

Catawba Valley Community College (GPA 3.5) Hickory, NC **8/2006**

**Associate in Applied Science-Business Administration concentration**

**Relevant Courses:**

Project Management, Principles of Management, Global Issues in Business, Principles of Financial Accounting, Principles of Managerial Accounting, Budgeting and Forecasting, Financial Statement Analysis, Money and Banking, Investment Fund and Security Analysis

**Proficient Technical Skills:**

Microsoft Office 2010, Project, Access

**Certificates:**

Lean Six Sigma Black Belt

Office Administration-Microsoft Office Specialist

**Work Experience:**

**United States Postal Service**

**Mount Holly, NC**

**City Carrier 8/11/2012-Present**

**Clerk, Hickory, North Carolina 3/1999-8/11/2012**

* Efficient use of automated mail processing equipment to meet customer requirements.

**Acting Supervisor 6/10-01/2012**

* Coordinated employee scheduling and job assignments.
* Delegated tasks to employees.

**Volunteer Work and Awards**

* Math Tutor-Catawba Valley Community College.
* Dean’s List-DeVry University and Catawba Valley Community College.

**Special Skills:**

Fluent in English and Hmong, excellent typing skills, Computer literate, able to troubleshoot minor computer problems, able to analyze data, excellent people skills, management skills, budgeting expenses, detail oriented, prioritizing work