

# PETER HUGO

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- OBJECTIVE** A project-based position in a company that promotes technological advancement, a team atmosphere, and personal growth in a challenging environment.
- EDUCATION**
- University of Washington Tacoma** Tacoma, WA  
Bachelor of Arts in Business Administration, Marketing June 2011  
GPA: 3.2
- Pierce County Community College** Tacoma, WA  
Associate of Arts June 2005  
GPA: 3.7
- RELEVANT COURSEWORK**
- |                       |                               |
|-----------------------|-------------------------------|
| Managerial Accounting | Advanced Financial Accounting |
| Quantitative Methods  | Portfolio Management          |
| Macroeconomics        | International Management      |
- PROJECTS**
- In-Store Marketing Project** Winter 2011
- Worked with a team of three classmates to observe and report marketing trends in Tacoma Mall stores.
  - Presented findings and marketing suggestions to 25-person class using PowerPoint.
- EXPERIENCE**
- REI** Seattle, WA  
*Administrator* September 2006 – Present
- Analyzing budget of over \$42 million, tracking trends and making recommendations.
  - Managing employee purchase program for 500 employees and 450 vendors.
- Continental Mills, Inc.** Seattle, WA  
*Corporate Intern* September 2006 – September 2007
- Conducted Brand Impact Study on retail competitiveness in Seattle market.
  - Identified efficiency and marketing problems, made recommendations to manufacturing and corporate management.
  - Provided project support to management.
- Web Consulting** Seattle, WA  
*Independent Contractor* February 2006 – June 2006
- Coordinated marketing, sales, and website maintenance for Who's Who in Luxury Real Estate.
  - Developed customer keys to success for 400 firms through follow up contact.
- Colliers Macaulay Nicolls International** Seattle, WA  
*Sales Assistant* August 2005 – January 2006
- Designed and managed database of over 500 buildings and owners, tracking marketing opportunities.
  - Generated sales leads through cold calling follow up contact, and exceptional customer service.

## **Lisa Kwok**

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### **EDUCATION**

***University of Washington Tacoma, June 2012***  
Bachelor of Arts in Social Welfare, GPA: 3.62

***Green River Community College, Auburn, Washington, June 2010***  
Associate of Arts, GPA: 3.65

### **RELATED EXPERIENCE**

***Bryan Counseling Center, Olympia, WA January 2011 – March 2011***

Chemical Dependency Counselor Intern

- Gave clinical assessments for purpose of chemical substance screening
- Provided administrative support through organizing schedules, answering phones, and filing
- Assisted and facilitated group therapy sessions for up to 10 clients at a time

***University of Washington, Tacoma, WA September 2010 – Present***

Office Assistant /Student Worker

- Purchase and maintain office supply orders
- Development and entry of data base files using Microsoft Access
- Retain confidentiality in a fast-paced, diverse office environment

***Associated Ministries, Tacoma, WA January 2010 – June 2011***

Customer Service Representative

- Assisted customers with special concerns
- Handled large in-bound call volume in a professional friendly manner
- Processed and maintained confidential sponsorship accounts for the aid of children in third world countries

***YMCA, Tacoma, WA August 2006 – December 2009***

Early Childhood Professional

- Planned and implemented learning experiences for school-aged children
- Built trusting relationships with children and their families by maintaining open communication
- Improved program by implementing new activities and ideas

### **OTHER WORK EXPERIENCE**

- Evangelical Ministries, Musician, Tacoma, WA, 2009 – Present
- Early Childhood Education, Seattle, WA, 1998 – 2001
- United Cerebral Palsy, Tacoma, WA, 1994 – 2001
- Youth Worker and musician for Real Life Baptist Church, Seattle, WA, 1995 – 1998
- Self-managed Childcare Business in Seattle, WA, 1992 – 1998

### **SKILLS**

**Software:** MacOS, Windows, Microsoft Word, Excel, Publisher, PowerPoint

**Languages:** Intermediate Spanish