

Lisa Kwok

3124 20th Ave S.
Tacoma, WA 98003

(253) 966-6183
lisak@u.washington.edu

PETER HUGO

1900 Apple Tree Lane, Tacoma, WA 98404
253.465.7721 phugo@721aol.com

OBJECTIVE

A project based position in a company that promotes technological advancement, a team atmosphere, and personal growth in a challenging environment.

EDUCATION

Bachelors in Business Administration, University of Washington, Tacoma, Tacoma, WA June 2001

PROFESSIONAL SKILLS

- Self-determination, strong work ethic, and high motivation to achieve personal success.
- Solid verbal, written, and presentational communication skills.
- Proven organizational skills leading to increased efficiencies.
- Ability to quickly identify problem, analyze situation, and produce timely results.
- Quick learner of new concepts who consistently strives to improve the current processes.
- Skilled working with computers in all facets of work and communication.
- Effective skills in building teams, working cohesively, and producing results.

EXPERIENCE

REL., Administration, Seattle, 9/96 – Current

- Analyze budget of over \$42 million, tracking trends and making recommendations
- Manage employee purchase program for over 500 employees and over 450 vendors.

Continental Mills, Inc., Corporate Internship, Seattle, 9/96 – 9/97

- Conducted Brand Impact Study on retail competitiveness in Seattle market.
- Identified problems, made recommendations to manufacturing and corporate management.

Web Consulting, Independent Contractor, Seattle, 2/96 – 6/96

- Coordinated marketing, sales, and website maintenance for Who's Who in Luxury Real Estate.
- Developed customer keys to success for over 400 firms through follow up contact.

Colliers Macaulay Nicolls International, Sales Assistant, Seattle, 8/95- 1/96

- Designed and managed database of over 500 buildings/owners, tracking market opportunities.
- Generated sales leads through cold calling follow up contact, and exceptional customer service.

Computers Catapult – Performance Based Training: Microsoft Excel 5.0 and Access 2.0
Microsoft Office 95 and Explorer 3.0; Visio 4.0

OBJECTIVE Assistant Social Worker/Counselor: Desire to work in a social service setting that is aimed towards helping children and their families.

EDUCATION

University of Washington, Tacoma (2000-2002)
Bachelor of Arts, Social Welfare

Green River Community College, Auburn, Washington (1998-2000)
Associate of Arts

Renton Technical College, Renton, Washington (1994-1995)
Instructional Assistant Level III Certification

RELATED EXPERIENCE

Bryan Counseling Center, Olympia, Washington (Winter quarter internship)

Chemical Dependency Counselor Intern

- Give Clinical Assessments for purpose of chemical substance screening
- Provide Administrative Support
- Assist and Facilitate Group Therapy

University of Washington, Tacoma (2000-present)

Office Assistant /Student Worker

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

Associated Ministries, Tacoma, Washington (2000-2001)

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, Washington (1996-1999)

Early Childhood Professional

- Planned and implemented learning experiences by structuring an environment conducive to the special needs of school aged children
- Built trusting relationships with children and their families by maintaining open friendly communication
- Created a better program by implementing new activities and ideas

Other Work Experience

- United Cerebral Palsy, Tacoma, WA (1984-1991)
- Early Childhood Education, Seattle, WA (1988-1991)
- Self-managed Childcare Business in Seattle, WA (1982-1988)
- Youth Worker and musician for Real Life Baptist Church, Seattle, WA (1985-1988)
- Presently musician for Evangelical Ministries, Tacoma, WA

RITA L. SASAKI
1990 Norwood St
Gig Harbor, WA 98335
(253) 672-8111

Objective: Position as Executive Assistant in an international organization focusing on trade and business development in the Pacific Rim countries.

HIGHLIGHTS OF QUALIFICATIONS

- Diplomatic and tactful with professionals and non-professionals at all levels.
- Exceptional communication and interpersonal skills; effective negotiator.
- Analytical and versatile; able to maintain a sense of humor under pressure.
- Readily transcend cultural and language differences.
- Poised and competent as a professional business representative.

EDUCATION

B.A. Interdisciplinary Arts & Sciences – concentration in Asia and the Pacific- University of Washington, Tacoma, 1990, Summa Cum Laude

PROFESSIONAL EXPERIENCE

Knowledge of East/West Business

- Coordinated all elements of a high-rise construction project, dealing with American architects and construction firms, British bankers and solicitors in Hong Kong, Chinese entrepreneur in Hong Kong, American and Hong Kong brokers, and Hawaii based American mortgage bankers, attorneys and accountants.
- Worked in Tokyo as executive assistant to the manager of a NY based import/export firm.

Coordination/Problem Solving

- Monitored progress of a \$26 million construction project in Hawaii to meet contracted completion date.
- Mediated job-site conflicts among subcontractors.
- Organized and led international group tours to China and other parts of the Orient.

Communication Skills

- Made oral and written presentation to bankers on financial status and work progress to get approval and funding.
- Prepared and delivered briefings for sales agents and brokers.
- Presided over weekly project meetings with contractors and architects.
- Created and maintained filing systems; drafted forms, correspondence, reports.
- Wrote and recorded English text of educational radio program for Hong Kong Commercial Broadcasting Co.

EMPLOYMENT HISTORY

1995-present **Realtor** REYNOLDS & CO., REALTY – Tacoma, WA
1991-95 **Project Manager** SEVENTY-SEVEN, INC. – Tacoma, WA. Real estate development
1986-90 **Tour Manager** CULTURAL TOURS, INC. – Hawaii. Architectural firm
1983-85 **Office Manager** LUM AND LUM ASSOCIATES – Honolulu, holding company
1978-79 **Executive Secretary** ORIENTAL EXPORTERS (JAPAN) LTD.-Tokyo

Frederick Williams

Current Address:
600 20th St., NW
Tacoma, WA 98466
253.676.402

PermanentAddress:
241 Elm Ave.
Tacoma, WA 98402
253.451.7374

Objective:

Entry-level finance position in international business.

Education:

University of Washington Tacoma, Tacoma, WA
B.A., Business Administration; Concentration: Finance, May 2001

Relevant Coursework:

Business Finance	International Finance
Fundamentals of Management	International Business
Financial Statement Analysis	International Marketing

Work Experience:

Intern: Broker's Assistant, (Sept. – Apr. 1993-1994)
Merrill Lynch, Tacoma, WA

- Assisted broker in diversifying portfolios for clients.
- Researched companies with Value Line.
- Organized financial information packets.
- Established and maintained clients' files.

Game Concession Manager, (June – Aug. 1988-1994)
Shore Concessions, Boardwalk of Atlantic City, NJ

- Improved sales by 10% through the distribution of specialized flyers to local hotels.
- Supervised and trained more than 25 game attendants.
- Reorganized displays to improve image of concession.

International Experience:

International-Spanish Program, (June – July 1995) Language Program in Venezuela

- Experienced the culture through home stay, studied Spanish at an intensive language institute, and traveled throughout the country.

American Field Service (AFS), (June – Aug. 1991) Exchange Student to Costa Rica

- Experienced the culture through university classes, home stay, and excursions throughout the country.

Skills:

Language	Intermediate fluency in Spanish.
Computer	Competent in the use of Apple Macintosh and IBM PCs. WordPerfect 5.1-6.0, Microsoft Word 6.0, SAS, Expert Choice, Quattro Pro, Basic DOS, Internet and E-mail.