

MJ (Mi-Jeong) Kim

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EDUCATION

The Ohio State University, Fisher College of Business—Columbus, OH

May 2016

- Accounting, Bachelor of Science in Business Administration

- GPA: 3.61

SKILLS & CERTIFICATIONS

- CPA - Business Environment and Concepts: Score 77
- Yardi Voyager: Residential Property Management Software
- Microsoft Office Excel, Words, Powerpoints, Access, Outlook

RELEVANT WORK EXPERIENCE

The Woda Group, Inc. – Columbus, OH

Staff Accountant

August 2016 – Present

- Reports to senior accountants as fulfilling main duties below regarding general property accounting and replacement reserves
- Manages A/R and cash, from rent collection from properties, by assisting site managers, district managers and regional managers
- General Property Accounting
 - Assist in the preparation of monthly and quarterly investor reports including bank reconciliation for properties and Gross Potential Rent reports
 - Perform and prepare pre-closing procedures on properties, specifically tying out all revenue related Gross Potential Rent
 - Monitor security deposits, tax & insurance, replacement reserve and operating reserve account balance for required funding levels or allowable distribution
 - Track mortgage payment and real estate tax due dates
 - Upload management fee billing a payroll reimbursements from information provided by HR and Corporate Accounting
 - Direct deposit miscellaneous check to bank accounts
 - Assist A/P staffs verifying required information for vendor approval
 - Other duties as assigned
- Replacement Reserve
 - Complete or supervise the completion of the reserve requests for submission to RD, lenders or investors
 - Monitor and follow up for approval
 - Obtain internal signatures for final reserve approval

Accounting Internship

May 2016 – August 2016

- Reported to staff accountants as assisting them in the preparation of monthly and quarterly reports
 - Assisted staff accountants by preparing monthly bank reconciliation report and Gross Potential Rent report
- Performed clerical duties upon the request

Mirror Lake Creamery & Grill—Columbus, OH

Student Administrative Assistant (Student Coordinator)

May 2015 – May 2016

- Assist Operation Manager by performing clerical tasks on a daily basis, such as employee management, data entry and creation of financial analysis upon the manager's request
- Employee management includes recruiting, interviewing, hiring and scheduling students employees
- Requires the professional working attitude, communication skills, and teamwork skills

Student Assistant

August 2014 – May 2015

- Engaged in the multiple tasks such as cleaning dining rooms, making the cafeteria food, receiving and checking the customer's order/complaint as a student assistant
- Required to perform duties according to 5 Be's of Student Dining Service Department:
 - o Be here now, Be prepared, Be consistent, Be personable, and Be appreciative

EXTRACURRICULAR ACTIVITIES & HONORS

Won the 2nd place in SCNO Case Competition—Columbus, OH April 2015

Participated in Deloitte Case Competition by ASCEND OSU—Columbus, OH

March 2015

- Figured out business problems and analyze the current internal/external situation of the clients
- Gave professional consulting advice to the client based on research and analysis in various perspectives

Student President of Student Faculty Committee in INTO OSU Pathway—Corvallis, OR 2011-2012

- Gathered the opinion or complaints of INTO OSU (Oregon State University) pathway course program
- Led the discussion with the faculty and students of INTO OSU to improve the studying environment

INTO Oregon State University International Fair—Corvallis, OR November 15th 2011

- Participated in organizing the booth for introducing culture of South Korea
- Managed the given budget and expenses to decorate and organize the booth