MICHELLE SUONG

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EXPERIENCE

THE UPS STORE
Detroit, MI

Auditor 07/2015 to 12/2016

- Customer service/Tech support
- Data analysis
- Inventory

DIALOGUE MARKETING TROY
Auburn Hills, Mi

Content developer 07/2013 to 02/2015

- Situational Analyzing
- Team Foundation
- Communicated with customers, employees and other individuals to answer questions and explain information. (consultant)

SAMS CLUB
Waterford, MI

Cashier/Clerk 06/2012 to 07/2013

- Coach (supervisor) for bakery, produce & meat department
- Marketing/Research/Campaign

DETROIT PROPERTY PRESERVATIONS
Southfield, MI

Administrative Assistant 11/2010 to 04/2012

- Computed, recorded, and proofread data, records and reports.
- Data entry for Safeguard and LPS fieldscape

EDUCATION AND TRAINING

2021

The Pennsylvania State Smeal College Of Buisness, University City, PA

- Corporate Innovation & Entrepreneurship

2008

Pontiac High School, Pontiac, MI

SKILLS

- Trilingual English/Cambodian/Korean
- 42 wpm
- Consulting

ACTIVITIES AND HONORS

- Building With Books Organization (BuildOn)
- Schreyers Honor
- Volunteer for Honors Code
- Easter Seals Summer Internship (medical administrative assistant)