

LEE A. HANSEN

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QUALIFICATION SUMMARY

Served two summer internships with Neiman Marcus. Highly proficient in using Excel to generate financial reports and sales analyses. Bilingual in English and Spanish.

EDUCATION

Ohio University	Athens, Ohio
Bachelor of Science in Business Administration	May 2014
Major in Management	GPA 3.68

Education was fully funded through work and academic scholarships

EXPERIENCE

Night Manager 2011 - Present	Holiday Motel Columbus, Ohio
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Responsibilities:

- Supervise four employees
- Register guests and manage security protocol and system
- Maintain accounting and guest records

Achievements:

- Received Best Employee Award four times
- Promoted from housekeeping to front desk in less than two months
- Developed new front desk procedure which increased check-in efficiency

Intern Summer 2011 – 2013	Neiman Marcus Dallas, Texas
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Responsibilities:

- Assisted soft lines head buyer
- Analyzed sales for bedding products in the Southwest district
- Completed monthly sales variance reports

PROFESSIONAL MEMBERSHIPS

American Management Association - Student Member

AWARDS AND HONORS

2011 Golden Key Honor Society
2010 – Present Dean’s List (every semester)

ACTIVITIES

2009 - Present

- Columbus T-ball League - Coach