

# THY H. TO

Hire Date: January 5, 2009

Title: Office Manager / Shop Manager / Executive Assistant

Task:

- Assist the President of company with special projects and requests when needed,
- Bookkeeping, setup and organize schedule for employees, and process payroll bi-weekly
- Provide customer services; train customers and employees on procedures standard job guideline and solutions
- Perform dynamic balance on machinery part such as fans, motors, generators, impellers, propellers, and any kind of rotating machinery body parts

## Previous Experience

June 2008 – December 2008 – Budget Analyst @ SeaBright Insurance Company

June 2006 – June 2008 – Executive Assistant Manger @ Walgreens

## BSC Training Experiences

January 2009: In house Shop Balancing Training, Field Laser Alignment and Vibration Analysis Training.

March 2010: Bookkeeping and Office Manager.

