

**LEE A. HANSEN**

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Worthington, OH 45871

(613) 782-4223  
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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**

<b>Night Manager</b> <b>2011 - Present</b>	<b>Holiday Motel</b> <b>Columbus, Ohio</b>
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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

<b>Intern</b> <b>Summer 2011 – 2013</b>	<b>Neiman Marcus</b> <b>Dallas, Texas</b>
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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