

EDUCATION

University of Washington

BA in Arts, Media and Culture | September 2017 - August 2020

- Comparative Arts track: focusing on American and Japanese arts, literature, and media studies
- 120+ credits in biomedical sciences, extended mathematics, nonprofit management
- Korean Language Facilitator and Nourish Pierce County Research Assistant
- President of Campus Adult Ministry IV 2019 and UW Philharmonia Orchestra violinist

- Adobe Illustrator & Photoshop, Final Cut Pro, SAP, Canva, Microsoft suite, 25Live, SDL Trados
- 2020 SAP, Lean Six Sigma, Project Management, Global Project Operations with Honeywell
- 4+ years in research and development for non-profits and STEAM education
- 2.5 years in campus activity marketing, project and event coordination, front desk coverage
- Fluent in Korean: 5+ years experience teaching, 7+ years translating, currently coordinating linguistic Korean experience management at Qualtrics as Project Coordinator and Korean Language Specialist
- Assisted localization developments for Qualtrics Surveys, CustomerXM, CoreXM, and BrandXM through 200+ Korean and Korean American clientele
- 7+ years in biomedical application studies and lab work towards bioengineering
- Creative mind and growing storyteller, avid Miyazaki and Shinkai student; portrait photography
- +6 years chamber and symphonic violinist; orchestral, classical, jazz, and R&B

SKILLS

WORK

(*) indicating volunteer work

Senior Korean CRM Specialist

Google Malaysia, contracting under Concentrix | April 2021 - April 2023

- Senior customer lead for Korean content review management at Google Malaysia
- 2 year contract beginning in April 2021

Project Coordinator, Korean Language Specialist

TEKsystems | Dec 2020 - Present (extended contract to May 2021)

- Assisting engineering project coordinations as a Korean language specialist
- User interface, KOR<->ENG localization of 200+ Korean and Korean American clientele marketing, customer, and employee information and communications

Korean Language Facilitator

UW Office of Global Affairs | May 2018 - Apr 2019

- Developed English curriculum and tutoring sessions from Korean curriculum issued by the National Institute of Korean Language (NIKL)
- Teaching peers how to speak, read, and write beginner's and intermediate Korean weekly

Math and Science Teacher*

Korean International Christian School | Aug - Sep 2020

- Grades 5-11 English course development and teacher support, virtual learning support for Korean speaking students at KICS's new Gangnam campus
- Led STEAM extracurricular development in biomedical and aerospace fields

Research Assistant*

Nourish Pierce County | Sep 2019 - Aug 2020

- Assisting faculty research project: providing diverse and culturally relevant foods in 25 Washington food bank locations through Nourish Pierce County
- ENG<->KOR translations, assisted onsite and National Institutes of Health based research and protocol development

Sushi Prep Assistant and Server*

Sushi Niwa | July 2019 - March 2020

- Cleaned and prepared sushi grade and karaage ingredients for Japanese and Korean cuisine
- Maintaining kitchen and table spaces, purchasing ingredients
- Serving customers and preparing to-go orders

Korean Language Intern Teacher*

Spokane Korean Language School | Sept 2012 - Aug 2017

- Taught beginner's and intermediate Korean, cultural activities, and traditional art in ranges of K-12 and adult classes, tutoring sessions under the National Institute for Korean Language
- Provided KOR<->ENG translations for marketing materials, newsletters, communications between faculty, staff, parents, and students

Honeywell Hometown Solutions Ambassador

Honeywell | Dec 2016 - April 2017

Helped lead 320 students from 45 countries for Honeywell's 2017 STEM and leadership program at the U.S. Space and Rocket Center

- Managed social media communications on Facebook and Instagram, led orientations and meetings, mentored 42 peers across 20 teams in academics to personal developments
- Assisted residents and staff during coursework, projects, USSRC Space Program simulations

Center for Service & Leadership Front Desk Assistant

University of Washington Tacoma | April 2019 - Jan 2020

- Service and leadership program development and support, networking and filing over 1,500 non-profits, confirming hours and data entry for over 400 students in the CSL program
- Drop-in advising, appointment scheduling, and email management

Facilities Services Front Desk Assistant

University of Washington Tacoma | Jun 2019 - Sep 2019

- Managed university's facilities work request system, facilities scheduling and communications, vendor and staff paperwork filing and data processing, orders procurement and monitoring
- Main office and department phone coverage, vendors and staff requests and transfers on 25 Live, orders procurement and monitoring

Crewcuts Seasonal Stylist Associate

J.Crew | June 2017 - September 2017

- Using requisite training in customer service and in-store outfit coordinations for Seattle's University Village location. Managed inventory and processed shipment orders
- Increased weekly sales performance by approximately 26%; particular attention to Korean speaking customers

REFERENCES

Aleta Bugni

Professional Recruiter, Infrastructure and Network Support

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Cecilia Tejeda

Previous Global Corporate Citizenship Manager | Honeywell

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Cindy Schaarchmidt

Director of Student Fellowships & Awards | UW Tacoma Office of Global Affairs

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