

- EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: December 2014***  
Major: ***International Business Administration and Economics***  
Major GPA: 3.44
- KANSAS STATE UNIVERSITY, Manhattan, KS  
Major: Economics August 2007-May 2009  
GPA: 3.20
- ACTIVITIES: Korean Student Association, Vice President, August 2008 – May 2009  
Korean Student Association, Media Coordinator, August 2008 – May 2009  
Korean Student Soccer Club, Captain, January 2008 – Dec 2008  
International Services Community, January 2010 – Present
- EXPERIENCE: ACS. INC, Philadelphia, PA April 2010-August 2010  
**Assistant Manager**
- Coordinated delivery courses for Delta Airlines lost baggage delivery service throughout Pennsylvania, Delaware and New Jersey
  - Assisted with receiving luggage and supervision of delivery drivers
  - Made an appointment with customers for delivering baggage
  - Maintained and recorded mileage and delivery in the computer database system
- UCL INC, Philadelphia, PA April 2012 – August 2012  
**Office Administrator**
- Coordinated and recorded day-to-day dock and driver operations of UCL
  - Informed customers of rates and shipment status
  - Collected and recorded cash flow and CODs on a daily basis
  - Analyzed profit and shipment statements for each quarter
- NOAH BANK, Elkins Park, PA February 2013 – June 2013  
**Personal Financial Representatives (Internship)**
- Processed transactions such as term deposits, automated teller transactions, night deposits, and mail deposits
  - Received mortgage and loan payments verifying payment dates and amount due
  - Resolved problems and discrepancies concerning customers' accounts
  - Recorded suspicious activity report and currency transaction report
- HANJIN EXPRESS, Elkins Park, PA September 2013 – Present  
**Data Entry Specialist**

**SKILLS& Qualifications:**

- 11 years of international experience from studying abroad
- FINRA Series 34 License
- MS Office Suite

- Database Management: SAP
- Bilingual Korean/English
- Chinese - Conversant

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