

Sung Sik Choi

s.choi@temple.edu

633 W. Rittenhouse St. | Philadelphia | PA | 19144 | tel: 267.888.0790

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May, 2015

Major: Management Information Systems

GPA: 3.23

SELECTED COURSES:

Information Systems in Organization, Enterprise IT Architecture, Data Analytics,
Operation Management, Legal Environment of Business, Financial Management

ACTIVITIES & AWARDS:

- Member, Association for Information Systems, 2013 – Present
- Finalist, The Temple Analytics Challenge, 2013
- Volunteer, Life Choice Hospice, 2011

EXPERIENCE:

TELECELL, INC, Philadelphia, PA

March 2012 - present

Store Manager

- Maintain daily operations for a MetroPCS store and handling most of the financial management such as making deposits and deciding on store expenses.
- Exceeded monthly sales quota for 9 consecutive months by creating unique promotions and sales.
- Direct sales floor activities, assist customers and address customer concerns.

ONLINE INTERPRETERS, INC, Monterey, CA

November 2011- March 2012

Korean Interpreter

- Provided Korean interpretation services for commercial businesses, government agencies and National surveys.
- Assisted with 25-35 incoming calls from businesses to assist with product service, billing service and technical support.
- Deliver accurate interpretation for very important calls such as 911, attorney's office, and police department.

CHOI AND ASSOCIATES, P.C, Elkins Park, PA

June 2010 - August 2011

Legal Assistant

- Provided administrative support to 8 attorneys for law firm that specializes in personal injury, commercial litigation, and immigration law.
- Interpreted for Korean clients in courts, depositions, and meetings with attorneys.
- Assisted in filing pleadings and drafting correspondence to clients and opposing attorneys.

SKILLS & LANGUAGES

- Microsoft Word, Power Point, Excel, MySQL
- Korean-Fluent
- Tae Kwon Do, 2nd degrees Black Belt