

Yun Seong Jo

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: August, 2014
Major: Economics

Selected Courses:

International Monetary Economics Health Economics
Economics Writing Seminar Econometrics

EXPERIENCE: HYUNDAI CHEMTECH, Philadelphia, PA February 2014 – Present

Administrative Assistance/Sales Representative

- Provide operational support for a powder coating manufacturing/surveillance/contracting company
- Make 50 B2B cold calls daily
- Manage client accounts and maintain company accounts
- Overlook work progress at job sites
- Basic contracting knowledge - electrical wiring, flooring and etc.

YOUNG'S NAILS, Wynnewood, PA

November 2012 – Present

Administrative Assistance/Receptionist

- Assist Nail-Tech licensed employees to provide excellent spa services to customers
- Manage website, Google+, Facebook, and Yelp accounts
- Efficiently assign employees to customers
- Administrative tasks such as payroll, bills, taxes, and banking

SUPER DOLLAR CITY, Upper Darby, PA

September 2009 – March 2013

Cashier/Utility Clerk/Assistant Manager

- Maintained Inventories at an appropriate level and ordering merchandise
- Stocked inventories and repositioned merchandise
- Assisted the manager perform objectives such as budgeting and invoicing

SKILLS:

- Microsoft Office, POM-QM, STATA, EViews
- Basic SAP Trained
- Fluent in Korean (Reading, Writing, and Speaking)