

Young Jae Kwon

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EDUCATION

Temple University

Major: Management Information Systems

Academics: President's Education Awards Program, Army ROTC Scholarship, National Honor Society

Expected Graduation: May 2024

Overall GPA: 3.90

WORK EXPERIENCES

Contra Costa District Attorney Internship

District Attorney Intern

San Ramon, California
June 2019 - August 2019

- Created 15+ transcripts of video evidence for attorneys to strengthen their prosecution during court cases
- Contacted and corresponded with over 25 victims to inform them about court dates and schedules
- Gathered, organized, and consolidated criminal files in a records room by the different classes of felonies and/or misdemeanors to allow attorneys to efficiently access evidence
- Observed and took notes during 10+ court cases located at Richmond Superior Court and the Martinez Courthouse in order to gain perspective on the inner workings of the Criminal Justice System

San Ramon City Lights

Event Coordinator Assistant

San Ramon, California
December 2016 - December 2017

- Worked as a spokesperson by providing information and brochures during events such as the Wind and City Festival, Dublin Heritage Park and Museum, and Therapeutic Recreation Spring Dance
- Coordinated with 5 to 10 vendors per event on staff management, event logistics, and internal planning to ensure events were run smoothly and establish favorable customer-vendor relations
- Helped develop and implement effective layouts for each event to organize vendors and activity stations accordingly with the space available and maximize participant interaction

EXTRACURRICULAR ACTIVITIES

Fellowship of Christian Athletes

President

San Ramon, California
May 2019 – May 2020

- Organized and led meetings of 70 to 100 students which involved interactive activities and speakers that consisted of athletes, collegiates, and pastors to inspire and educate students
- Coordinated with local churches to provide food for students to further develop communion
- Promoted the organization through social media and email listings improving the attendance of students by approximately 45% over the course of 6 months

Hansamo

Web Development Team Leader

San Ramon, California
December 2018 – July 2019

- Led a team of 5 members that managed a website for a cultural non-profit Korean organization to provide and showcase information about upcoming and previous ceremonies on a digital platform
- Generated 250 impressions in 3 months improving the web impression rate by 25% through SEO
- Conducted weekly meetings to motivate staff and share ideas on how to improve the UI UX for both existing and new users of the website with a focus on cultural awareness and education

SKILLS AND INTERESTS

- Skills: Final Cut Pro (Expert), Photoshop (Expert), Microsoft Word (Expert), PowerPoint (Expert), Excel (Intermediate), HTML (Intermediate)
- Languages: English (Fluent), Korean (Fluent), Spanish (Beginner)
- Organizations/Volunteer Work: Wounded Warrior Project Club, San Ramon Football Club, FISH Club
- Hobbies: Videography, Photography, Music Production, Soccer, Bodybuilding