

## EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Master of Science, IT Auditing and Cyber Security, Graduation: May 2017 | GPA: 3.67**

*Completion all coursework leading to the CISA certification*

**Bachelor of Business Administration, Awarded cum laude, December 2015 | GPA: 3.54**

**Major: Marketing | Minor: Management Information System**

## HONORS & ACTIVITIES

Vice President, Beta Alpha Psi, Alpha Phi Chapter, May 2016 – Present

Member, Ascend, Pan-Asian Leader Association, January 2016 – Present

Member, Information Systems Audit and Control Association, January 2016 – Present

Recipient, Temple University Merit Scholarship, awarded Fall 2013 – Present

## EXPERIENCE

CITY OF PHILADELPHIA, Philadelphia PA

August 2016 - Present

### Technology Support Intern

- Work closely with the manager to develop a digitized manual of all policies and procedures for the Wavier Unit of the Intellectual Disability Services Department by utilizing Adobe Pro software.
- Design a dashboard interface which will improve waiver management, customer monitoring and internal communication initiatives by utilizing ZOHO software.

TEMPLE UNIVERSITY, Philadelphia PA

February 2016 – August 2016

### Technology Consultant

- Provided all technological related services to 195+ faculty and staff within the Fox School of Business including network connection issues, computer device malfunctions and remediation of viruses.
- Conducted a reimaging of 500+ lab computers by utilizing Symantec Ghost Solution tool.

REPUBLIC OF KOREAN ARMY, Chulwon Korea

November 2010 – September 2012

### Staff Sergeant

- Served as a Reconnaissance Signal Corpsman Leader, Guard Post 185, De Militarized Zone (DMZ) between North and South Korea territories.
- Supervised squad of 10 soldiers and accomplished 30+ DMZ missions of recovery, analysis and processing of sensitive data retrieved from the surveillance of the Democratic People's Republic of Korea, North Korean Army.
- Recipient of the *2010 Best Trained Soldier Award* in the 6<sup>th</sup> Division (out of 500+ candidates).

H MART, Levittown PA

September 2007 – January 2010

### Assistant Manager

- Managed the daily retail operations of an American grocery chain specializing in Asian merchandise with the average annual sales of 1.7 million dollars.
- Recipient of the *2009 Employee of the Year Award* for the revamping of the Housewares Department which resulted in a 49% increase in sales.
- Extensive use of Excel to analyze sales and cost summaries, department profit margins, and estimate future sales goals.

## SKILLS & LANGUAGES

- Proficient in Microsoft Office, ACL, Splunk, MySQL, SAP, WordPress, Google Analytics
- Korean – Native