

Ji Hyun

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EDUCATION

University of Southern California, Marshall School of Business

Expected Dec 2017

Bachelor of Science, Business Administration – GPA: 3.3/4.00

Minor: Enterprise Information Systems

WORK EXPERIENCE

API Equality-LA

Mar 2016 – present

Intern

Los Angeles, CA

- Developed plans for outreaching to API community through social media marketing
- Organized and planned large scale fundraisers such as galas and crowdfunding

Seven Contract, LLC

May 2015 – present

Manager

Duluth, GA

- Marketed services of subcontractors to obtain work orders and coordinated communication between apartment managers and subcontractors to ensure timely job completion
- Streamlined tracking process of work orders, invoices, accounts receivables and accounts payables by creating and implementing new excel spreadsheets for efficiency and accuracy
- Increased market-share by over 60% and profit by over 35% by expanding services to include turn-key, and negotiated and partnered with 5 new apartment complexes

Best Buy

Jul 2013 – Dec 2013

Mobile/Tablet Sales Associate

Alpharetta, GA

- Assisted customers and ensured they received premier customer service through knowledgeable and impartial advice
- Exceeded company sales goals by surpassing 100% to monthly target set by the management team, setting the standard for sales and training new employees
- Reorganized sales floor weekly with new products and revamped store for events and holiday sales

TransAmerica Financial Group

Jan 2013 – Aug 2013

Finance Intern

Johns Creek, GA

- Analyzed and identified customers to expand marketplace by utilizing company database and cold-calling
- Acquired knowledge of financial advisory in wealth management and insurance products such as universal and variable life insurance policies
- Attended client meetings and recorded key facts to review later during employee meetings

LEADERSHIP & INVOLVEMENT

Alpha Phi Omega – Alpha Kappa Chapter

Feb 2015 – May 2015

Pledge Fundraising Chair

Los Angeles, CA

- Generated over \$800 in order to fund fellowship and service events for pledge class by obtaining small business donations and coordinating fundraising events between student affairs, local businesses, and pledge class
- Budgeted and allocated funds for events in order to attain goal of \$800 set by Alpha Phi Omega's leadership team

PricewaterhouseCoopers Tax Challenge Competition

Sept 29 – Oct 14, 2014

Los Angeles, CA

- Prepared and delivered a presentation about an imaginary nation's tax position on virtual currencies, suggesting that virtual currency be treated as private money in order to obtain commission fees and taxes from its citizens

LINC Hong Kong

Mar 17-22, 2014

Los Angeles, CA

- Selected out of freshman class business students to visit corporations in Hong Kong, Shenzhen, and Guangdong to gain knowledge in international commerce

Future Business Leaders of America

Aug 2009 – May 2013

Treasurer (2011-2012), President (2012-2013)

Alpharetta, GA

- Managed an organization of 250+ members by organizing bi-weekly meetings, arranging seminars with local business owners, and coordinating workshops in preparation for region, state, and national competitions
- Implemented fundraising events and generated \$2000+ by obtaining local business donations, and coordinating and leading food sales events and a talent show

Policy Debate Team

Aug 2009 – May 2013

Co-Captain (2012-2013)

Alpharetta, GA

- Analyzed and organized hundreds of files on Dropbox for team to use during competitions
- Coordinated and operated a local tournament with 200+ competitors and generated \$1500+