

Professional Experience

Jellyvision
Chicago, IL

Software Quality Assurance Contractor: 9/2017-12/2017

Responsible for executing testing using flowcharts and pre-existing test strategies for Flash and HTML-based applications, verifying all required functionality (UI, emailing, printing, etc.), product recommendation logic, and customizations, executing cross browser and mobile device testing, and responsible for providing detailed bug reports of all issues, including steps to reproduce, logs, and supporting evidence.

ReviewTrackers
Chicago, IL

Office Manager: 7/2017-9/2017

Provided executive support to the VP of Operations, COO and CEO, instituted and managed operational budget for events, supplies, and internal cleaning services, organized company-wide events and happy hours, booked team-wide travel.

Healthcare Research LLC dba myCNAjobs
Chicago, IL

Office Manager/Executive Assistant to CEO: 5/2015-7/2017

Organized travel arrangements for CEO and executive team, managed CEO's schedule and arranged in-person and phone meetings (across multiple time zones), frequently communicated with clients at an executive level, responsible for recruiting and interviewing sales, consulting, tech and customer support candidates, executed accounts receivable and payable tasks in QuickBooks, managed dunning process for credit card clients, handled HR onboarding for new employees, organized company-wide insurance enrollment, payroll & benefits administration, and arranged company outings and happy hours.

Ravenswood Health and Wellness Center
Chicago, IL

Office Manager and Chiropractic Assistant: 8/2014-5/2015

Managed schedule and provided administrative support for chiropractors and registered nurse, recruited and trained chiropractic staff, verified insurance coverage and resolved insurance issues, communicated payment plans, compiled and issued monthly invoices, handled payroll, tracked statistics (patient satisfaction, scheduling adherence and weekly numbers), created and implemented employee manual.

Receptionist and Chiropractic Assistant: 2/2014 – 8/2014

Introduced patients to the facility and services, directed patient flow, scheduled patients and adjusted employee schedules accordingly, prepared for marketing events, developed X-rays.

The Chopping Block
Chicago, IL

Retail Concierge: 9/2013 – 5/2014

Visual merchandising, assisted guests with booking classes, provided private party support, received shipments, conducted quarterly inventory.

CP Homes/Pacrim International Capital Inc.
Shenzhen, China

Receptionist & Assistant to the General Manager's Office: 7/2012-3/2013

Coordinated with HR team to recruit in-house lawyer, conducted market research, compiled newsletter and translated articles from English into Chinese, assisted clients during the visa process and their transition to the U.S., translated policies from Chinese into English, organized cultural events for Chinese and American staff, conducted office work in a Chinese-speaking environment.

Autumn Jung

E-mail: autumnjung@live.com

InTouch Manufacturing Services
Shenzhen, China

Report Editor: 5/2010-6/2011

Participated in on-site quality control inspections at Shenzhen factories, carried out in-office lab testing, helped monitor the shipping of goods to ensure they arrived in the U.S. intact, composed and edited inspection reports for English-speaking clients, edited InTouch promotional materials, created training manual for report editors.

Academic Background

Flatiron School
Women Take Tech Scholarship Recipient in Web Developer Program
Expected completion date: 5/2018

Shenzhen University, College of International Exchange
Chinese Language Courses, 9/2011-7/2012

Liberty University Online
Bachelor of Arts in Biblical Studies
Graduated Summa Cum Laude, 5/2011