

## **Eunyoung Ahn**

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408-623-6727

### **Work Experience**

#### **Administrative Assistant/Law Assistant**

Ace Property Management/Yvette Lee Law Group - Sunnyvale, CA

March 2019 to Present

- Schedule repairs, answer phones, and file invoices and documents using AppFolio, Word, and Excel.
- communication with client, managers, attorney, and associate;
- gather necessary documents, create and update immigration forms, and file them;
- communicate with clients, attorneys, USCIS, and US consulate;
- translate from and to Korean and English.

#### **Public Relations**

Hope Box - San Jose, CA

March 2012 to Present

- contact business entities for fundraising and volunteering opportunities;
- communicate with volunteer students and adult volunteers for education and possible future volunteering opportunities and solicit for their cooperation;
- prepare annual benefit concert, recruit volunteer musicians, and plan donation drive;
- make announcements and present concert rules in large gatherings;
- process and keep the volunteer hours, and issue volunteer hour certificates;

#### **Dental Lab Delivery and Pickup**

Smile Dental Lab - San Jose, CA

Jan 2019 to March 2019

- Delivery and Pickup service for dental lab;
- Communicate with dentist and/or receptionists for schedule;
- Process invoices;

#### **Cashier/Customer Service**

VARIOUS COMPANIES AND LOCATIONS - San Jose, CA

March 2014 to August 2016

- took orders, prepared and served snack food and drinks.
- Keep a clean facility and stock back room as well.

#### **Teacher, Private Tutor**

Live Oak Academy - Santa Clara, CA

August 2008 to June 2016

- teach writing, spelling, phonics, and run book club;
- teach elementary math, science, and PE;
- communicate with the parents with the progress.

### **Education**

BS in Computer Science California State University - Fresno, CA