

Steven Mun

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Objective

To be involved in work where I can utilize skill and be creatively involved with the system that effectively contributes to the growth of the organization.

Experience

- McDonalds: Cashier, Barista, August 2013 – December 2013
- Church Daycare: Childcare Provider
- Volunteer Work: Youth with A Mission (YWAM)
- United Cargo Logistics: Data Entry-10 Key Touch/Office Clerk March 2014 – July 2014
- Daiso Japan: Cashier/Sales Associate, Customer Service, Stocker August 2014 – March 2015
- She's J Apparel: Ecommerce Associate (FashionGo, FashionDomino, LAShowroom, OrangeShine) December 2018-January 2019

Education

- High School Education: Miguel Contreras Learning Complex 2006-2010
- College Education: Santa Monica College 2010-2014, Los Angeles City College 2014-2018, February-June 2019
- Associate of Arts Marketing Degree, Awarded by Los Angeles City College 2018
- A+ Certification, Awarded by Los Angeles City College 2019
- Major: Business/Marketing, A+ Certification (Computer Hardware/Software Support)
- Minor: Web Design/ Film Studies/Television/Radio

Skills

- Computer Skills: Microsoft Office 365 (Word, Excel, Powerpoint), Gmail and Google Suite, Computer Hardware Maintenance/Repair, Printer Setup/Support, Windows XP/7/10 OS, Mac OSX
- Soldering/Desoldering Circuit Board Trained
- Customer Service Experience in Office/Retail/Food Service Environment

- Order Processing/Shipping UPS, USPS/Inventory Management
- Cashier/Cash Handling Experience in both Retail and Food Service using Point of Sale System
- Basic HTML/CSS Comprehension
- Business Plan Development/ S.W.O.T Analysis