**Kevin Ha**

kevinha919@gmail.com ❖ (310) 754-0060 ❖ Beverly Hills, CA

**EDUCATION**

**California State University Northridge     Graduated May 2018**

**Bachelor of Science in Finance** Northridge, CA

**PROFESSIONAL EXPERIENCE**

**Operations Associate January 2017 – August 2019**

**Hyung’s Style Apparel**Los Angeles, CA

* Helped my father’s business survive while he was hospitalized long term
* Set up computers, printers, wifi routers, and fixed technical errors
* Verified that shipments were sent out on time and inventory was always stocked on schedule
* Compiled inventory data on spreadsheets using pivot tables
* Managed employee records with Index Match functions and V-Lookup

**Marketing Specialist February 2016 – December 2016**

**Dermatology and Hair Restoration Specialists** Santa Monica, CA

* Edited photos using photoshop and managed posts as the social media specialist
* Reviewed photos and posts to see if they were ready for online publication
* Confirmed proper uploads of pictures and social media posts to the main website

**Customer Support Representative July 2011 – July 2012**

**Forever 21**  Los Angeles, CA

* Provided customer service to help customers locate requested products
* Organized inventory and made sure products were placed in the correct aisles

**VOLUNTEER WORK**

**Cedars Sinai Medical Center Adult Volunteer Service August 2013 – April 2015**

**Head of Gift Shop Delivery Services**

* Provided customer service and technical support
* Managed schedules for deliveries to ensure that packages arrived on time
* 300+ Hours of Total Volunteer Work

**Pacific American Volunteer Association March 2010 – October 2012**

**Leader of Main Volunteer Group**

* Supervised team members that were carrying out assigned tasks and worked as a team at appropriate locations to accomplish tasks prior to deadlines

**SKILLS & INTERESTS**

* Microsoft Excel (Pivot Tables, V-Lookup, Index Match, IF Functions), Word, PowerPoint
* Copywriting, SEO, Google AdWords Certification, Google Analytics Certification
* Keyboard Typing Speed: 122 Words Per Minute
* Languages: English 1st language, Korean 2nd language
* Performing in 1st Violin Group in university, 12 years of playing piano
* 12 years of experience in building computers and upgrading different components