

# Jim Jeong

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## Objective

- To provide consistent satisfaction and professionalism in overall work without repeating the same errors. I strive to provide a positive experience gained from prior experience, but at the same time adapt to new rules and surroundings.

## Education

**HIGH SCHOOL DIPLOMA | JUNE 2009 | ABC SECONDARY SCHOOL**

- 16534 Carmenita Rd., Cerritos, CA 90703

**BACHELOR OF ARTS | EXPECTED JUNE 2020 | UNIVERSITY OF CALIFORNIA, SAN DIEGO**

- Major: Speculative Design
- Related coursework: Design Communication, Introduction to Computing

## Skills & Abilities

- Customer Service
- Microsoft Office, Excel, Outlook, PowerPoint
- Adobe Photoshop, Acrobat, Illustrator

## Experience

**QUALITY CONTROL COORDINATOR | BIZZ, INC. | JANUARY 2016-2017**

- Oversaw the shipping/receiving of imported goods for the distribution of women's apparel to major department stores, while complying with quality control standards set forth by vendors.

**CUSTOMER SERVICE REPRESENTATIVE | FASHION BELLA, LLC | JUNE 2013 – JANUARY 2016**

- Answered phone calls and replied to e-mails from customers throughout the United States regarding questions or concerns about the company's e-commerce website.

**GOLD STAR | ELEMENTARY SCHOOL TUTOR | SEPTEMBER 2012 – JUNE 2013**

- Ensured the completion of homework along with extracurricular assignments for designated students attending the after-school program.

## Extracurricular/Volunteer

**CMC MEXICO MISSIONS 2018 | CERRITOS MISSION CHURCH | AUGUST 2018**

- Participated in a 3-day mission trip to my church's mission center in Primo Tapia, Mexico to evangelize to the surrounding community about the Gospel and provided school supplies for children.