

# BRYAN HWANG

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## EDUCATION

**University Of Southern California**, Los Angeles, CA

B.S International Relations Global Business Minor: Business Law

May 2011

## EXPERIENCE

**Hwang Innovations**, Los Angeles, CA

7/10 – Present

### **Business Owner**

- Development of marketing campaigns for businesses with low sales and start up conditions.
- Market trend analysis via SWOT framework to improve businesses future profitable prospects.
- Re-organization of businesses structures for improved company culture and sales.
- Financial analysis to maximize first years of business start up as well as reinvestment in other assets for potential growth.

**ClassNotes2Go (ClassNotes2Go.com)**, Los Angeles, CA

8/09 – Present

### **Business Owner**

- Hired employees and held simulation framed interviews as well trained for persuasion skills.
- Created marketing campaign attracting 8,000 website views in 2 weeks.
- Increased sales by 50% from semester to semester.

**USC School Of International Relations**, Los Angeles, CA

9/08 – 4/10

### **Office Assistant**

- Created advertisement fliers for scholar speeches and scholarship opportunities and promoted events by taking initiative to persuade to students in classes.
- Assisted graduate and undergraduate body providing advisement with degree questions for issues or concerns they encountered.
- Prepared lecture materials, trouble shoot of technological devices for presentations, as well research for useful complementary readings to lectures for International Relations USC professors.

**NATO SEASPARROW/NAVSEA Conference**, Port Hueneme, CA

6/08 – 8/08

### **Executive Assistance**

- Edited & formatted proposals for live presentations among local and international deputies.
- Recorded and input notes in corporative private databases taken from contractor presentations for call to actions regarding analysis of government budget spending on appropriation categories such as procurement.
- Analyzed government fiscal year budget on defense spending by analyzing constant and current dollar spending graphs as well as global U.S defense spending based on geographic, strategic, tactical, and functional threats to the nation.
- Edited, graphed, and distributed information regarding surface warfare unclassified information to NATO representatives depicting each countries defense spending and possible trade of ships.

**Boynton & Associates**, Ventura, CA

2/08 – 6/08

### **Human Resources Assistant**

- Translated foreign military unclassified presentations from Spanish to English and vice versa for NATO Spanish speaking colonels and uploaded into private servers for readily available download during presentations.
- Designed and developed effective informational military events for executive meetings in naval bases as well as programming agenda of NATO representatives.

- Assisted foreign NATO colonels and executives during their stay in the U.S. by providing information about scheduled corporate events as well as tours of Naval and Air force bases.

**GPA Technologies, Ventura, CA**

8/07 – 1/08

**Accounting Assistant**

- Prepared financial analysis on contract requests for presentations in executive meetings and depicted data through the use of Excel graphs.
- Improved communication between overseas employees and the accounting department by enforcing use of email and use of naval radio communication to improve payroll accuracy.
- Researched for potential vendors and contractors by contacting company representatives as well as suppliers overseas.

**ACTIVITIES**

**JEP (Joint Educational Project), Los Angeles, CA**

9/08 – 1/09

**Elementary School Tutor**

- Prepared, researched, formulated math teaching plans for elementary schools as well as scheduled parent –tutor meetings for students who had problems in the subject and provided advice to approach the problem in which 8 out of 10 students passed math by the end of the year.

**TIRP (Teaching International Relations Program), Los Angeles, CA**

2/09 – 4/09

**Elementary School Tutor**

- Led discussions on Iran's nuclear program and terrorism for more than 60 high school students. Trained students to format presentations on their topics and views as well as taught persuasion techniques for audience buy-in.

**SKILLS**

*Language:* Spanish: Fluency

*Software:* Microsoft Office, Adobe Flash, Windows, Mac OSX, HTML