

# YOUNGWOON JIN

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## EDUCATION

613-530-7302

**Bachelor of Commerce**, Queen's University, Kingston

2013 – 2018

- Recipient of the Marketing Excellence Award

**Exchange Student**, Rikkyo University, Tokyo, Japan

2015-2016

- Business Project Finalist: present a case to the CEO of QVC Japan

## PROFESSIONAL EXPERIENCE

**Inside Sales Representative, Convoy Supply, Coquitlam**

Feb 2022 – Present

- Process customer transactions such as orders, quotes, and/or returns
- Coordinate inter-department communication for delivery and/or pick up of customer orders
- Receive payment for merchandise or services sold and log sales into the computer; responsible for payments received and adhering all administrative and accounting related procedures

**Sales Coordinator, D Way Foods Inc, Vancouver**

Mar 2021 – Jan 2022

- Working collaboratively with outbound sales reps to increase sales and collect market information
- Demonstrated detail-oriented skills by placing sales orders with little to no errors upon checking for inaccuracies
- Responsible for inter-department communication from arranging deliveries from the point of sales to answering product specific customer inquiries

**Junior Accountant, Nancy B. Lee Professional Corporation, Toronto**

2019 – 2020

- Assisted in providing accounting and tax services to small to medium business clients
- Maintained and recorded clients' business transactions using QuickBooks
- Communicated with existing and potential clients by answering customer inquiries
- involved in the month-to-month, month-end closing procedure

**Intern, Mitsubishi Fuso Trucks and Bus Corporation, Tokyo**

Jan– July 2017

- Assisted a project management officer in launching a corporate-wide internal data platform that's used internationally across the globe
- Responsible for creating key performance indicator reports to monitor and minimize warranty pending claims
- Organized a headquarter-wide Hackathon event to generate ideas with a budget of \$10,000

**Public Relations Assistant, Hoshinchi, Tokyo**

2015 – 2016

- Contributed in raising over \$850,000 through crowd-funding by creating and delivering promotional initiatives
- Translated and facilitated internal communication between the management and the overseas buyers
- Responsible for generating leads and responding to customer inquiries and complaints

**English Teacher, St. Francis Xavier High School, Taiwan**

Summer 2014

- Taught English to students and developed interests in learning English as a second language
- Organized a presentation with over 300 students attending for cross-cultural studies
- Received positive feedbacks for engaging and interactive classes from the head of the English department and the principle

## ADDITIONAL INFORMATION

- Passed JLPT N1 (Highest Level of Japanese Language Proficiency Test)
- Fluent in English, Korean and Japanese
- Freelance KOR-ENG translator and interpreter