

KARA KIM

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Current Address:
1 Columbia Street West
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SKILLS

Writing & Communication

- Fluent in Korean, English and intermediate French
- Professional speaking and presentation acquired through various competitions (e.g. hackathons, DECA)
- Proficiency in editing and writing reports

Teamwork

- Collaborated with executives from other disciplines to brainstorm future courses of action and increase awareness

Software & Technology

- Experience with Java, Python, HTML, VBA, SQL and C
 - Designed complex vending machine (Java) and BMI fitness tracker with functional database (VBA)
- Proficient with Microsoft Office (Word, Excel, PowerPoint)

Data Analysis

- Strong data collection skills developed through DECA project via interviews and online academic search

EDUCATION

Wilfrid Laurier University
2018 – 2023

Honours Bachelor of Business Administration (BBA)
Honours Bachelor of Science in Computer Science (BSc)

Milton District High School
2014 – 2018

Ontario Secondary School Diploma

RELEVANT EXPERIENCE

Sun Life Financial – Innovation Developer
Toronto, Ontario

2020 - Present

- Conducted in-depth research on current issues, their solutions, and how to digitize services in order to better serve clients
- Acquired and applied knowledge of React, Azure, Google Dialogflow and API calls to construct minimum viable products
- Developed prototypes based on research through web, mobile and voice platforms and presented builds to stakeholders
- Created an Alexa skill to determine the top 3 COVID-19 testing centres near you based on geolocation and a chatbot

Laurier Esports – Chief Recruitment Officer
Waterloo, Ontario

2019 - Present

- Conducted in-depth research through interviews and on social media to determine most effective advertising method
 - Utilized Photoshop to design prototype poster for advertisement purposes and presented to other executives
- Collaborated with Chief Technology Officer to manage and improve Discord bot and current social media platforms
- Reached out to local internet/game cafes to negotiate potential partnerships for future events

R&K LTD. – Administrative Assistant
Milton, Ontario

2015 - 2019

- Input and recorded complex transactions into Microsoft Excel Spreadsheets while continuously managing existing database
- Translated all emails and documents to ensure full understanding for all parties
- Emailed current and future clients regarding product negotiation in timely and professional manner
- Reported organized records of factory inventory to supervisor on weekly basis and discussed potential improvements

AWARDS & CERTIFICATIONS

Ontario Certificate of Achievement in Core French
Milton District High School, Milton, Ontario

2018

- Awarded to student who successfully completed 4 full Core French credits through grades 9 to 12

Golden Hackathon D-Space Challenge Winner
Wilfrid Laurier University, Waterloo, Ontario

2019

- Awarded to Golden Hack team who created the best solution and reflected the most effective technology usage