

Kalo Jo

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Work Experience

Interpreter

MTC-Provo, UT
June 2023 to Present

I interpret for new coming Korean missionaries and assist them in their needs of translating the language into their own as well as help them adjust into the missionary lifestyle by handling their issues with health, paperwork, and other various circumstances.

Secretary

Nutricost Fulfillment-Provo, UT
February 2019 to June 2021

As a secretary I would organize various documents using Microsoft office as well as handle various tasks that would come up during my supervisors schedule. I would also interact with many different branches of the company informing them of the upcoming tasks and deadlines. Therefore I was able to learn skills in different positions such as negotiating, HR, warehouse management, and IT.

Education

Bachelor's degree in Computer Science

Brigham Young University-Provo - Provo, UT
August 2023 to Present

Skills

- Interpretation
- Warehouse Management
- Microsoft Office
- Presentation skills
- Sales
- Korean
- Human resources
- Negotiation
- Communication skills
- Microsoft Excel
- Recruiting

