

1109 - 7 Walmer Road, Toronto, ON M6G 1L4
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<https://neal-hyunjoon-lee.netlify.com>

Hyun joon Lee

TECHNICAL KNOWLEDGE

Programming: HTML&CSS, JavaScript, Python, PHP, My SQL
Applications: Excel, Word, Power Point, Photoshops

EDUCATION

Diploma in Computer Systems Technician

George Brown College - Toronto, ON

September 2017 to May 2019

KEY Courses:

- HTML&CSS (Web Development Fundamentals)
- Python (Open Source Development)
- Linux (UNIX System Administration)
- JavaScript (Web Programming)
- PHP & My SQL (Web Server Administration)

SUMMARY OF QUALIFICATION

- Strong organizational, communication and interpersonal skills, along with a positive and flexible attitude
- Well trained in working both independently and concisely as part of a team or sometimes work as individually
- Creative, dedicated in work place, professional and motivated with great written and verbal communication skills.
- Trained and experienced in providing excellent skills in anywhere, and to work perfectly and quickly at same time with others.
- Eager to learn with positive and optimistic behavior

PROFESSIONAL EXPERIENCES

Superfresh mart Church Street (Toronto)

* *Store Manager*

Feb. 2014- May. 2017

- Responsible for ordering supplies, tracking order deliveries, send out cheques and cash payments.
- Successfully manage staff training, and supervising employees.
- Selection of interiors and design of lamps, shelves, tables, drawers, even a small items such as stickers, tags, and things for display.
- Operational management such as human resources, maintain relationship with customers and sales, receiving/giving calls from sales and customers
- Handling agreements and contracts between customers and vendors.
- Able to fix tools, pull ups, including heavy equipment.
- Responsible for calculating profit margin for pricing before products display.

Personal Home Training Agency (Toronto)

**Owner/Director*

April 2013 - Feb. 2014

- Managed agency securing clients for trainers and maintaining and scheduling their home visit.
- Directly involved in hiring employees process, set the system balanced in payroll, incentives, online payment and margins.
- Directing and managing in Marketing especially. Designed all the marketing posters, logos, flyers, website design, and online marketing.

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Very interested and passionate in marketing works.

- Successfully handling customer service, dealing with client demands and frustrations in a positive manner encouraging people in stress to meet goals.
- Supervising employees of all different department.

Convenience / Corner Store Business (South Korea)

***Owner**

Sept. 2012 - April 2013

- Design and coordinate a place from the scratch. Select paint color, shelves, counter, coolers, drawers, etc. Basically the interior design and coordination of item places.
- Design marketing posters and flyers and manage regular promotions.
- Basic accounting knowledge required. Expense and purchases, set profit margins and payroll.
- Excellent in customer service and maintaining relationship with customers.

Street Restaurant & Bar (South Korea)

***Owner**

Feb. 2005 -Nov. 2007

- Established street restaurant & bar on the street with 30 - 35 tables.
- Built with shelters with transferable/movable cooking tools.
- Dealt with lots of customers, learned how to attract customers and maintain them.

Seasonal Worker (Australia)

April 2007 -Dec. 2007

- Had various experiences time to time, season to season, experienced approximately 4 to 5 seasonal jobs in 8 months.