

# Andrew Jun

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## EXPERIENCE

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### Manager

September 2023

*Myungrang Hotdog*

*Palmdale, CA*

- Oversaw daily operations, ensuring smooth workflow, high-quality service, and overall customer satisfaction.
- Managed staff scheduling, training, and performance evaluations to enhance efficiency and teamwork.
- Supervised inventory management, financial planning, and strategic decision making to drive profitability and operational success.
- Implemented process improvements to optimize service delivery and streamline operational efficiency.

### Personal Project

May 2022

*Crypto Algorithmic Trading Bot*

*Santa Barbara, CA*

- Designed and developed an automated cryptocurrency tracking app to provide real time buy and sell alerts to user's email using API keys.
- Led a team of developers and crypto analysts to build and refine a functional prototype.
- Managed project budgeting, timeline execution, and technical feasibility to ensure successful completion.
- Conducted market research and user testing to enhance functionality and user experience.
- Using Quant Connect made Algorithmic Trading System.

### Store Manager

October 2019

*X Zone Clothing Store*

*Lancaster, CA*

- Assisted in overseeing daily retail operations, ensuring a seamless workflow and high customer engagement.
- Provided leadership and direction to staff, fostering a productive and customer focused environment.
- Managed sales floor activities, inventory control, and merchandising strategies to optimize store performance.
- Trained and mentored employees to improve sales techniques, customer service and operational efficiency.

## CERTIFICATIONS/ACTIVITIES

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### Certified Associate in Project Management

February 2025

*Project Management Institute*

- Integration Management, Scope Management, Schedule Management, Cost Management, Quality Management, Resource Management, Communications Management, Risk Management, Procurement Management, Stakeholder Management

### Project Management Essentials

December 2024

*IBM*

- Monitoring performance to meet milestones, Adjusting strategies while minimizing disruptions, Identifying issues and implementing contingency plans, Agile Principles, Sprint Planning, Sprint Review, Sprint Retrospective

### Google Project Management

May 2024

*Coursera*

- Foundations of Project Management, Project Initiation, Project Planning, Project Execution, Agile Project Management, Capstone/Applying project management in the real world

## EDUCATION

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### Bachelor of Art in Philosophy

Santa Barbara, CA

*University of California Santa Barbara*

- \* **Relevant Coursework:** Logic and Critical Thinking, Ethics and Business Ethics, Decision Theory/Game Theory

## SKILLS

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**Management Skills:** Agile, Scrum, Lean, Kanban, Conflict Management

**Management Softwares:** Monday.com, Wrike, Zoho Projects, Notion, Oracle Primavera P6

**Other:** R, Microsoft Suite, Quant Connect

**Activities:** Tennis, Bouldering, Calisthenics