

Project 90 - Office Administrator Project 90 - Office Administrator Project 90 - Office Administrator - Caminar Hayward, CA Work Experience Project 90 - Office Administrator Caminar June 2018 to Present Assisted drug and alcohol rehab in helping patients find appropriate care, helped with minor medical detox work. Aeroktek Temp April 2019 to July 2019 Produced sales and purchase orders for customers, and wrote production write-ups for engineering work. Office Administrator HSS - Anaheim, CA January 2017 to April 2018 Helped clients find proper caretakers, general office duties, paper filing and documentation. Database and linguistics Engineer LG Electronics - Seoul, KR March 2012 to January 2016 South Korea Managed English-Korean language database for various LG hardware/ software, coding, and voice recognition application work. Marketing and instructor Coordinator C2 Education September 2010 to January 2012 Worked in marketing department for prestigious tutor program, English- Korean translation, helped develop curriculum for 1-12th grade students, taught new and current instructors on classroom management. ? Education International Business Sungkyunkwan University September 2009 to June 2010 Business Administration San Francisco State University - San Francisco, CA September 2006 to June 2008

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