

# ANGELA M KIM



## EXPERIENCE

01.2017 -  
present

### BLACK BOTTLE POSTERN | BELLEVUE, WA

Bar Lead/Assistant Manager/Server

- Impress guests with ability to memorize faces and previous orders to ensure personalized service each visit.
- Maintained a high customer satisfaction rating over two years, covering categories such as friendliness, efficiency, helpfulness, and knowledgeability.
- Proved to be a good team-leader with the management team and colleagues by providing innovative solutions, introduced new concepts, actively listened and resolved differences and employed a constructive criticism approach.

02.2016 -  
08.2016

### VULCAN | SEATTLE, WA

HR Admin/Recruiting Coordinator

- Contacted 60 tech candidates/wk and scheduled phone screens, interviews and other candidate activity for hiring process.
- Implemented strategic restructure for efficient interview process & scheduling for tech candidates.
- Worked with travel agency to coordinate candidate travel, and reconciled receipts for all interview trips.

05.2015 -  
02.2016

### STUDIO MENG STRAZZARA | SEATTLE, WA

Administrative Assistant

- Completed a variety of tasks for 30+ individuals, including owners and directors, quickly and efficiently.
- Planned and coordinated all bi-monthly presentations, in-office events, and out of office events and parties.
- Graphic designed invitation, directions, and placement name cards for company holiday party.
- Reception and administrative responsibilities including: multi-line phone; greeting guests; scheduling meetings; calendar management; office maintenance and organization; inventory management; data entry and management; confidential material filing; report production; travel logistics; and other tasks as needed.

11.2014 -  
01.2015

### KORU | SEATTLE, WA

Participant

- Selected as one of 17 participants in a competitive business skills training program. Refined skills in ROI analysis, business development, design thinking, customer research, prototyping, market research and presented to local company executives.

### UNIVERSITY OF WASHINGTON | SEATTLE, WA

Washington Intercollegiate Athletics

- Football Digital Displays Project Manager | 08.2014 - 11.2014
- Baseball Social Media Intern | 04.2014 - 08.2014
- New Media & Recruiting Intern | 06.2013 - 06.2014

### Husky Marching Band

- Social Media/Web Development Intern | 03.2014 - 08.2014
- Undergraduate Assistant | 04.2013 - 05.2014

### Neurology, Psychiatry & Behavioral Fiscal

- Office Assistant/Fiscal Technician | 01.2011 - 11.2014



## PERSONAL INFO



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http://angelamkim.com



## EXCELLENT SKILLS

organized, detail oriented

fast learner, fast-paced

time management

quick, strategic planner

team leader

communication skills

user research, trends

creative, design

customer service



## SOFTWARE

photoshop

● ● ● ● ●  
excellent

indesign

● ● ● ● ●  
good

illustrator

● ● ● ● ●  
good

css/html

● ● ● ● ●  
average



## EDUCATION

university of washington  
bachelor of arts  
earth & space sciences  
seattle, wa | 2014



## LANGUAGES

english

● ● ● ● ●  
fluent

korean

● ● ● ● ●  
fluent

sign language

● ● ● ● ●  
basic