

ANGELA M KIM



EXPERIENCE

01.2017 -
present

BLACK BOTTLE POSTERN | BELLEVUE, WA

Bar Lead/Assistant Manager/Server

- Set new structure for bartenders and efficient service.
- Weekly inventory and invoices of all restaurant beverages.
- Train new staff on various positions to upkeep high standard.
- Lead house-systematic-change for equal opportunity and pay

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.
- Maintained and updated applicant tracking system for referrals and agency submittals, and job detail changes.
- 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