

# ANGELA M. KIM



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## Work Experience

### VULCAN, INC.—SEATTLE, WA

FEB 2016-PRESENT

#### *HR Admin/Recruiting Coordinator*

- Contacted 60 tech candidates per week and coordinated phone screens, interviews and other candidate activity.
- Implemented strategic restructure for efficient interview process and scheduling.
- Maintained and updated applicant tracking system for referrals and agency submittals and job detail changes.
- Work with travel agency to coordinate candidate travel, and reconcile receipts for all interview trips.

### STUDIO MENG STRAZZARA—SEATTLE, WA

MAY 2015-FEB 2016

#### *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.
- 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.

### KORU, INC—SEATTLE, WA

NOV 2014-JAN 2015

#### *Participant*

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

### UNIVERSITY OF WASHINGTON—SEATTLE, WA

JAN 2011-NOV 2014

#### WASHINGTON INTERCOLLEGIATE ATHLETICS

##### *Digital Displays Project Manager*

*Aug 2014-Nov 2014*

- Managed seasonal editorial calendar for the Digital Displays team, including delivering content designs and motion graphics and publishing content on all 686 digital monitor displays in Husky Stadium and sports arena.

##### *New Media and Recruiting Intern*

*Jun 2013-Jun 2014*

- Created promotional mixed-media material for Husky Athletics brand, sports events, student-athletes and department initiatives through social media channels.

#### HUSKY MARCHING BAND

##### *Undergraduate Assistant*

*Apr 2013-May 2014*

- Coordinated logistics for all 250 Husky Athletic Band and Spirit Squad members for football season by ensuring timeliness and quality of football season operation.
- Managed production and events for learning camps, fundraising with the Husky Marching Band Alumni Associate, and recruitment events such as Band and Cheer Day.

#### NEUROLOGY, PSYCHIATRY & BEHAVIORAL FISCAL OFFICE

##### *Office Assistant / Fiscal Technician*

*Jan 2011-Nov 2014*

- Achieved faster turn around time by improving efficiency by 75% on completed reconciliation, expenditure reports, data entry, and maintain filing than previous year.
- Recognized for 'flexibility in assignment changes' while supporting Post-award, Pre-award, Budget Specialist, and Payroll/HR with various assignments.

## Skills

- **Computer Skills:** Microsoft Office Suite, Photoshop, InDesign, Illustrator, Acrobat XI Pro, basic CSS/HTML.
- **Language:** Bilingual proficiency in Korean and English. Limited working proficiency in American Sign Language.

## Volunteering

- **Seattle Symphony | Sept 2015:** Provide ushering support and assist with youth and student programs (age birth-11).
- **United Way of King County | Oct 2015:** Companionship program with Plymouth Community Healing house – building relationships with formerly homeless clients with mental illness.

## Education

### University of Washington—Seattle, WA

2010-2014

Bachelor of Arts, Earth and Space Sciences

June 2014

Activities & Societies: Husky Marching Band-Drumline ('10-'13), UW American Sign Language Club ('12-'14)