

ANGELA M. KIM



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Work Experience

VULCAN, INC.—SEATTLE, WA

FEB 2016-AUG 2016

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.
- Redesigned layout for directions to

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.
- 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.

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, business development, design thinking, customer research, prototyping, market research and presented to local company executives.
- Worked as team leader to meet deadlines, designed prototypes and presentation slides.

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.

Baseball Social Media Intern

Apr 2014-Aug 2014

- Acquired knowledge in baseball plays and rules to independently promote Husky Baseball schedule, real time score, and player stats utilizing Facebook, Instagram, and Twitter through creative graphics.
- Actively followed 33 games to create digital weekend series of infographics and printed recruiting packets. Dedicated over 243 hours of viewing time and research.

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.
- Coordinated directly with the Women's Basketball team to create recruitment materials, including recruitment surveys, player statistic graphics, and star player infographic.

Front Desk Receptionist

Aug 2012-Aug 2014

- Greeted visitors warmly and answered any questions about the faculty or events within the Athletic department.
- Redirected all phone calls for the Athletic department, and scheduled meetings in the conference rooms.
- Collected and distributed parcels, credentials, game day parking, and other packages.

HUSKY MARCHING BAND

Social Media/Web Development Intern

Mar 2013-Aug 2014

- Promoted events and gigs through creative contents on social media.
- Created graphics for events, main website, and logos for international gigs.
- Created CD cover for year 2014 that were printed and sold in stores.

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.

- Represented as Husky Marching Band ambassador while interacting with donors, university staff, visiting team band and staff, and fans.
- Maintained great relationships with every band members, and guided new members through their first season to ensure a great experience this season.

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.
- Reconciled 50 projects every month to match and locate corresponding invoices.
- Recognized for 'flexibility in assignment changes' while supporting Post-award, Pre-award, Budget Specialist, and Payroll/HR with various assignments.

Foreign Language

- **Korean:** Fluent in speaking, reading, and writing.
- **American Sign Language:** Working proficiency, ability to keep a conversation.

Residence

- **Agana, Guam:** 1992 – 1997
- **Seoul, Korea:** 1997 – 2000
- **Honolulu, Hawaii:** 2000 – 2007
- **Bellevue, Washington:** 2007 – Present

Skills

- **Computer Skills:** Microsoft Office Suite, Photoshop, InDesign, Illustrator, Acrobat XI Pro, basic CSS/HTML.
- **Interest:** Community relations regarding homelessness, gender equality and opportunity.
- **Musical Instruments:** Percussion (mallets, drums, auxiliaries), Flute, Piano.
- **Hobbies:** Boxing, Hawaiian Hula, Tahitian Dancing, drawing, photography, cooking.

Volunteering/Community Engagement

- **Seattle Symphony | Sept 2015 – present**
 - Provide ushering support by guiding patrons to their seats.
 - Assist with youth and student programs (ages birth-11) with arts and craft prior to their concert.
- **United Way of King County | Oct 2015 - present**
 - Companionship program with Plymouth Community Healing House – building relationships with formerly homeless clients with mental illness.
- **Carlson Leadership & Public Service Center | Sept 2010 – Dec 2010**
 - Tutored students in K-4th grade at Stevens Elementary School students with math and reading
- **Newport High School Drumline | Aug 2010 – Nov 2010**
 - Taught high school students how to play mallet and auxiliary percussive instruments as a Front Ensemble Instructor. Occasionally, re-arranged and add-on to music to increase parts.
- **Teaching Academy I | 2009 – 2010**
 - Learned about classroom structure, and then a 6-month internship as teacher's assistant for a kindergarten class at Newport Height Elementary School. Worked on various art projects, and reading comprehension.
- **Tyee Middle School – Percussion Ensemble | 2009-2010**
 - Taught a group of 10 children in ages 12-14 with different music backgrounds to play new percussive instruments and perform a piece as an ensemble at their end of the year concert.
- **United Bellevue Korean School | 2008 – 2009**
 - Worked as Teaching Assistant for different classrooms from grades 1 through 9 to extend their knowledge on the Korean Language,
- **Junior Optimist Club of Hawaii | 2004 -2007**
 - Community involvement by volunteering for various festivals, cleaning preserved parks, and more in Hawaii.

Achievements/Recognitions

- Certificate of Appreciation: Flexibility in Assignment Changes | 2012
- Direction's Award for Band & Percussion Ensemble: Most Valuable Player | 2009-2010
- WIAA State Solo & Ensemble State Competition: Percussion Ensemble | 2008, 2010
- WMEA All-State Symphony Orchestra for Percussion | 2010

- Knight Valor (Recognized for 127 community services hours in high school) | 2009
 - Best Teachers Assistant at United Bellevue Korean School | 2008-2009
 - Clifton Bailey Award for Most Helpful at Junior Optimist Club in Hawaii | 2005-2006
 - Community Service Award – 3rd Year Alumni Award at Junior Optimist Club in Hawaii | 2006-2007
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Education

University of Washington—Seattle, WA

2010-2014

Bachelor of Arts, Earth and Space Sciences

June 2014

Dean's List: Winter 2014, Spring 2014

Course Work: GIS, Geomechanics, Geoscience Communications

Service Learning: Tutoring K-4th grade math and reading at Stevens Elementary School

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

Newport High School—Bellevue, WA

2007-2010

Course work: Teaching Academy 1 – Internship at Newport Heights Elementary School (Grade K)

Activities & Societies: Winter Drumline (participant '08-'10, president '09-'10), Camelot Club (participant '08-'10, secretary '09-'10), Invisible Children's Club ('08-'09), Eco Club ('08-'09).