

SUNMOOK YUN

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EDUCATION

THE GEORGE WASHINGTON UNIVERSITY, School of Business

Bachelor of Business Administration in Finance; Minor: Economics

Cumulative GPA: 3.2 Major GPA: 3.2

Washington, D.C.

August 2013-May 2015

BUNKER HILL COMMUNITY COLLEGE

Associate in Art with a Business Concentration

Cumulative GPA: 3.9; Alpha Kappa Mu, Phi Theta Kappa International Honors Society

Boston, MA

September 2011-May 2013

BOSTON UNIVERSITY

Course: Language for Academic Purpose Intensive Program

Boston, MA

May 2011-August 2011

WORK EXPERIENCE

Korea Innovation Center, Washington, D.C.

June 2015- Present

Ambassador Intern and Program Assistant

- Planned business start-up; contacted potential customers and future investors to arrange interviews and meetings
- Created business canvas model and presented weekly presentations for the program
- Assisted as an interpreter for I-Corp Business Start-up program teams, operated by the U.S. National Science Foundation and National Research Foundation of Korea

Yein Collection Co., LTD., Seoul, Korea

December 2007-August 2008, May 2013-August 2013

Finance and Management Assistant

- Composed daily financial statements from data compiled from the company's branch stores
- Combined inventory data on a daily basis in order to analyze company output

Chongro Overseas Education Institution Co. LTD., Boston, MA

September 2011- May 2013

Research Assistant and Reporter

- Designed, produced, and authored monthly publications and articles detailing local events in informational pieces for international students
- Compiled information from 20 local companies to provide useful resources to international students

Republic of Korea Marine Corps, Gimpo, Korea

August 2008- July 2010

Sergeant

- Facilitated weekly video conferences with military personnel from various units
- Maintained 80 computers for daily staff use
- Led monthly informational sessions on security and technology in the military
- Provided daily technical support help to military personnel
- Created and calculated financial statements for the government to monitor the communication department budget

VOLUNTEER EXPERIENCE

Suyu-2Dong Senior Center, Seoul, Korea

March 2002-August 2008, July 2010- August 2013

Volunteer

- Planned and managed budgeted spending for annual government report
- Assisted senior citizens with daily living tasks including cleaning and yard work

SKILLS

Language Skills: Fluent in Korean, English, Elementary Japanese

Computer Skills: Word Processor Advanced, Microsoft Office, SAS, Certified computer technician