

Juyoung Hwang

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Education

Brandeis University (2011-2015)

B.A. in Political Science, International Global Studies

Minor: Business

Work Experience

UPS, Watertown, Massachusetts

November 2015- Current

Human Resources Intern

- Assisted in the recruitment and selection process
- Scheduled interviews and ensured the proper maintenance of related records.
- Processed new hire paperworks (including WOTC, I-9 and orientation).

L-Cycle, Belmont, Massachusetts

Intern

January 2015- May 2015

- Translated Korean documents and correspondence to English
- Edited and proofread business documents

CVS/Pharmacy, Belmont, Massachusetts

Pharmacy Technician

September 2014-January 2015

- Counted, poured, and dispensed medication
- Restocked Pharmacy supplies (vials, caps, pharmacy labels)
- Addressed and submitted requests for prescription refills

Senator Elizabeth Warren's Office, Boston, Massachusetts

Political Intern

June 2014 –August 2014

- Communicated with constituents via phone calls, emails, and letters.
- Assisted with administrative operations in the office
- Referred the casework to the appropriate agencies

TALK- (Teach and Learn in Korea), Incheon, South Korea

English Teacher at Josan Elementary School

August 2013- January 2014

- Created engaging lesson plans and implemented them in the classroom
- Constructed curriculums catered to individual students' English level
- Taught extensive winter English camp at the school

CVS/ Pharmacy, Belmont, Massachusetts

Crew Member

June 2012- August 2013

- Provided convenient service at the cash register and organized cash, check and coupons
- Answered phone calls during the store hours and assisted customers with questions
- Organized and stocked new products on the shelves

Papa Gino's, Waltham, Massachusetts

Grill Cook

January 2012-June 2012

- Utilized flat top grill, microwave and deep fat fryer to cook specific menu items

- Stocked station with food and paper items to sustain anticipated business levels.
- Assisted in the receiving and storage of delivered products.
- Performed various maintenance functions such as mopping floors, trash disposal, general cleaning including dining rooms, restrooms, and grounds as assigned by management staff.

Activities

- Volunteered 240+ hours at the Boston Onnuri Church as a youth group teacher
- Brandeis University Intramural Basketball

Skills

- Proficient in use of Microsoft Word, Access, Excel, PowerPoint
- Fluent in English, Korean