**Juyoung Hwang**

70 Grant Ave Belmont, MA 02478● 1-339-235-8418 ● jyhwang0801@gmail.com

**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