

ChaeRin Shin

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Objective

To build work experience as well as develop better organization and collaborative skills.

Experience

VPHS Registration Office Assistant

Sep 2012 – June 2013

Filing school athlete's profiles, running errands throughout the campus, answering phone calls, helping with planning and organizing school events, and posting/printing the school's daily bulletin.

Sushi Time – Waitress

Dec 2012 – Sept 2014

Greeting and seating customers, knowing the menu items and their ingredients, answering phone call orders, making orders to the kitchen and chefs, serving the customers with promptness and a smile, setting up and closing the restaurant, cleaning tables and wherever necessary, and working with the register/card machine.

UCSD Korean American Student Association

Jan 2015 –

Public Relations Officer (Jan 2015- May 2016)

- ❖ In charge of promoting and advertising events for the organization known as KASA, which exists to spread awareness of the Korean culture all throughout the campus.

Co- Vice President (June 2016 -)

- ❖ Perform duties of presidents in circumstance of their absence and work together within the Board to initiate events while assisting other officers with their duties.

Poki Yaki – Server, Cashier, Director of Web Marketing

July 2015 – Sep 2015
June 2016 – Aug 2016

Preparing ingredients, making/serving the food, greeting customers, cleaning the tables/countertop/bar, answering phone call orders, and restocking the beverage fridge. Proficient in working with a register. Created restaurant's logo, website, Facebook, and Instagram while assisting in advertising for the business.

Education

Villa Park High School

Aug 2010 – June 2014

Attended all four years of high school with involvement in several clubs (Red Cross, Key Club, board in CSF and Free the Children club), Leadership class (office work), Link Crew (Academic Advisor), and Yearbook class as a Senior Section Editor.

University of California, San Diego

Sept 2014 –

Currently attending since September 2014 as a third-year student with the major of Cognitive Science with specialization in Human Computer Interaction.

Skills

Computer: Microsoft Word, Excel, PowerPoint, basic Photoshop skills.

Language: fluent in both English and Korean.

Cooperating and working well with others, coordinating and completing tasks, being organized, diligent, and punctual.