

CHRISTINA CHON

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EXPERIENCE

AUG 2018 – PRESENT

RECRUITING ASSOCIATE, MICROSOFT

Manage the onboarding process of over 700 candidates while upholding University Recruiting's reputation of excellence; Partner with new hires, program managers, and hiring managers; Center point of contact for multiple teams; handle sensitive documentation with confidentiality and care; worked with Microsoft Office Suites and programs such as iCIMS, PowerBI, Candidate Tracker, Truescreen, and HireRight

OCT 2017 – AUG 2018

BEHAVIOR TECHNICIAN, IMAGINE BEHAVIORAL SERVICES

Implement individualized academic and behavior treatment plans; work directly with clients to observe behavior and collect data on client success; establish and maintain relationship with families to collaborate on client's progress

JAN 2015 – JAN 2017

PROGRAM SUPERVISOR, NORTHSORE YMCA

Plan and implement age activities and events for school aged children; organize and coordinate employee work schedules and daily flow of activities; train and supervise staff; maintain classroom according to the Washington Administrative Code and licensing standards

EDUCATION

JUNE 2012

BACHELORS OF ARTS, PSYCHOLOGY UNIVERSITY OF CALIFORNIA, RIVERSIDE

IN PROGRESS

CERTIFICATION - FULL STACK WEB DEVELOPMENT, UNIVERSITY OF WASHINGTON

SKILLS

- Highly detailed-orientated
- Comfortable in a fast paced environment
- Self-motivated
- Well-organized
- Capable of multitasking efficiently

ACTIVITIES

I enjoy volunteering at a soup kitchen to cook meals for underprivileged youth
I helped to form an organization that raises money to build water wells and buildings in Zambia, Africa
I have a side passion for expressing my creativity through film acting