

Daphne Gisu Song

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EDUCATION

University of California, Irvine

B.A. Psychology

March 2018

EXPERIENCE

Spigen Inc. Irvine, CA

February 2019 - Current

HR Specialist

- Regularly prepare and update employment records related to hiring, transferring, promoting, and terminating
- Develop, organize and run new employee orientations - explain human resources policies, procedures, laws, and standards to new and existing employees
- Process and complete new hire paperwork
- Inform job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Oversee hiring process - including coordinating job posts
- Attend job fairs
- Research and develop hiring policies including rehiring and position transitioning
- Perform analysis, design, testing, and implementation of newly implemented SAP HR program.
- Maintain SAP personnel data.

Okbingsul Buena Park, CA

August 2016 - February 2019

Server, Cashier, Barista

- Welcomed customers
- Prepared and served customers food and beverages
- Took inventory and regularly monitored, replenished store items in display cases, at tables, and behind the counter
- Handled all cash, credit and check transactions

Mochilato Fullerton, CA

May 2015 - October 2015

Server, Cashier, Barista

- Greeted customers and answered questions
 - Prepared food and drinks
 - Cleaned tables and counters
 - Stocked supplies
 - Handled the cash register
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LEADERSHIP

AWANA Grace Community Church

September 2015 - June 2017

Group Leader

- Assisted various recreational activities for young children groups (ages 5 to 7)
 - Promoted a positive and comfortable environment for the children to learn and play
 - Supervised the safety and needs of children
 - Maintained discipline and worked with children on their development
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CERTIFICATES

TEFL

2014

Certificate to teach English as a Foreign Language

AWARDS

Superior Academic Achievement

Dean's Honor List Winter Quarter 2017

SKILLS

Languages

Korean (Native)

Programs

Microsoft Suite, SAP HR