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# DESIREE CHON

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## EDUCATION: Bachelor of Arts, May 2011

Ball State University, Muncie, Indiana

**Major:** Political Science and Spanish

**Minor:** Japanese

## SUMMARY

- Proficient in Spanish and Korean
- Proficient with Microsoft Office, Outlook, QuickBooks, ProCare, eTapestry, and Greater Giving
- Current skill sets include Python, Django, Agile, Git, GitHub, HTML, and CSS

## PROFESSIONAL EXPERIENCE

### Student at 'Eleven-Fifty Academy', May 2019 – Present

- Designed and created a CSS creature using HTML and CSS
- Completed several Business Challenges using Object-Oriented Programming
- Created a solo web application from the ground up using Django and Jinja
- Worked with a team to build a web application using Django and Flask
- Learning and putting in action Agile principles and values
- Consistent usage of version control via Git and GitHub

### Administrative & Development Manager at 'St. Mary's Child Center', February 2016 – May 2019

- Directed front office employees at multiple locations; making sure of coverage, child enrollment, and tours
- Worked closely with Executive Director, Chief Operating Officer, Director of Development, Special Events Coordinator, and Controller in day to day operations
- Handled basic level accounting such as AR & AP functions
- Spearheaded HR functions in finding personnel resulting in a reduction in turnover
- Assisted in multiple yearly fundraising events that brought in over \$30 thousand and above per event
- The liaison to individuals, board members and companies looking to volunteer
- Effectively arranged committee and board meetings culminating in higher attendance percentage
- Optimized the procedures for sorting through gift donations and entering data into our system by executing proactive methods
- Created efficiencies in the process of gathering and analyzing children's pre and post test results for developmental purposes

### Manager at 'Happy Jewelry', March 2015 - February 2016

- Fostered close clientele relationship resulting in higher rate of customers returning
- Coached and facilitated a team of welders and floor representatives to maximize customer's wants
- Maintained great relationships with suppliers and reduced our costs by 19%
- Generated an overall increase of 15% in sales

### Native English Teacher at 'EPIK' in Seoul, Korea March 2013 – February 2015

- Implemented effective and enjoyable lesson plans to help Korean elementary students to learn English
- Maintained good line of communication with Korean Co-Teachers to capitalize classroom time
- Lead Summer and Winter camps, boosting attendance level for following year

## MISC.

- Volunteer at 'Trusted Mentors', September 2017-Present