
DESIREE CHON

E-mail: ddchon@gmail.com

LinkedIn: <https://www.linkedin.com/in/desiree-chon-6919ba57/>

EDUCATION: Bachelor of Arts, May 2011

Ball State University, Muncie, Indiana

Major: Political Science (focus on International Relations) and Spanish

Minor: Japanese

SUMMARY

- Proficient in Spanish and Korean
- Proficient with Microsoft Office, Outlook, QuickBooks, ProCare, eTapestry, and Greater Giving
- Developing my skills in Python, HTML, and CSS

JOB EXPERIENCE

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 relationship 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

Purchasing Manager at 'CLG International', March 2012 – February 2013

- Managed and oversaw the general purchasing aspect of the company, with continuous support from regular and new businesses
- Assisted and mobilized the transition of the merging of our two companies into one without causing any interruption in day to day workflow
- Administered the warehouse; making sure all inventories were stocked
- Expedited process from order being placed to it being sent out in a timely fashion and following up with customers

MISC.

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