

SKILLS

- Ruby, JavaScript, jQuery, HTML, Bootstrap, CSS/SCSS
- Strong knowledge of Application Tracking Systems (Greenhouse) and LinkedIn Recruiter
- Excellent attention to detail with strong analytical, problem solving and organization skills
- Fluent in Korean, conversational Spanish

EXPERIENCE

General Assembly

Boston, MA*Software Engineering Immersive*

June 2019 – Present

- Developed 4 full-stack applications during a 500+ hour, 12 week immersive program
- Featured Project: Tic-Tac-Toe
 - Built and designed front-end JavaScript SPA with provided API using 3rd party API.

Datadog

Boston, MA*Recruiting Coordinator*

Jan 2018 – May 2019

- Creatively sourced, generated pipeline and phone screened technical talent for domestic and international job openings for Technical Solutions and Technical Enablement Departments
- Scheduled on-site interviews, phone screens and presentations working directly with candidates, recruiters and hiring managers
- Supported 7 recruiters and multiple hiring managers through daily work flow in all areas of business to meet quarterly and annual hiring goals
- Managed eclectic range of projects not limited to: onboard four new recruiting coordinators (Boston, NYC, Dublin, Japan), expand corporate careers page departments, standardize job descriptions across all areas of business, streamline Recruiting team's process with Legal and Finance teams to ensure excellent candidate experience

InterVarsity Christian Fellowship

Boston, MA*Campus Staff*

May 2014 – Jan 2018

- Developed, organized and coordinated multiple small (25 people) to large (350 people) size conferences for training, mentoring and experiential learning opportunities
- Annually raised a budget of between \$50,000 - \$70,000 while managing a 150-donor database to fund chapter functions and activities
- Established, built and maintained diverse relationships in cross-cultural settings between students, staff and universities to promote cultural intelligence and competencies
- Formulated a vision and strategy for interactive workshops for a 70-student organization while leading and delegating tasks to multiple teams of student leaders

EDUCATION

Boston University

May 2014