

Grace An

Fort Lee, NJ

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gracesuhyun.github.io/portfolio-website

EDUCATION

CareerFoundry

Web Development Boot Camp
2022 - Present

University of Minnesota

Twin Cities, MN
2016 – 2020
B.S. in Recreation Administration

LANGUAGES

Korean (fluent)
Spanish (intermediate)

SKILLS

HTML
CSS
JavaScript
Microsoft Word & Excel
Teamwork
Organization

WORK EXPERIENCE

Leonia Recreation Department

March 2021 – March 2022

Office Manager

- > Maintain financial records involving daily deposits, Purchase Orders, and staff payroll
- > Create monthly financial reports for the Recreation Activities Fund, Operating Budget, and Swim Club Budget
- > Serve as primary form of contact for residents, staff, and vendors
- > Assist the Program Director and Superintendent with managing programs / events, creating advertisement material for social media marketing, and writing policies.

University of Minnesota Facilities Management

May 2019 – May 2020

Student Administrative Assistant

- > Led weekly training orientations for new student workers
- > Provided administrative support for Training Manager

Falcon Heights Parks and Recreation Department

May 2019 – July 2019

Head Activities Leader

- > Organized activities for 12 elementary students in the Summer Playgrounds Program

French Meadow Bakery

Feb 2019 – Dec 2019

Cashier / Support

- > Maintained high quality customer service standards
- > Enforced company policies and procedures for food quality and sanitation

Madonna Korean Community Summer Program

May – August 2016, 2017, 2018

Secretary

- > Assisted the Director with managing a program of 130 elementary school students and 20 staff members
- > Recruited and supervised volunteers consisting of 10 high school students
- > Planned weekly field trips and one-time events such as the talent show, field day, etc.

COMMUNITY SERVICE

Art Buddies

Feb 2020 – May 2020

Program Intern

- > Assisted the Program Director with managing after-school arts & craft sessions at 4 high-need elementary schools in the Twin Cities
- > Prepped materials and completed inventory checkup for arts and craft supplies

Brian Coyle Best Buy Teen Tech Center

Oct 2018 – Feb 2019

Tutor

- > Customized instructional approaches and tutor material to meet needs of students