

# HOLLY PARK

Cresskill, NJ | 347-882-2447 | [haeunb123@gmail.com](mailto:haeunb123@gmail.com) | <https://haeun123.github.io/portfolio> | [linkedin.com/in/haeunb123](https://www.linkedin.com/in/haeunb123)

## SUMMARY

Analytical and focused professional with a background in Information Technology, product management, and supply chain analysis. Skilled in data analysis, SQL, Excel, Python, and design.

## KEY SKILLS

- Microsoft Office (PowerPoint, Excel, Word, Outlook), diversions, sales orders, stock transfer orders, containerization, SAP, ERP
- SQL, PL/SQL, relational databases, Python, HTML, CSS, Git, Unix, Bash shell scripting, Windows Server, Linux
- Jira, Confluence, ITIL v4, ServiceNow, Agile, Scrum, business analysis, requirements, Project management office
- Bilingual (English, Korean)

## PROFESSIONAL EXPERIENCE

### **Administrative Assistant (Contract)**

**04/2024 - 04/2024**

**Samsung Electronics America**, Ridgefield Park, NJ

- Maintain and update schedule for Care Team executives including responding to email invites, blocking off time slots in Outlook, and resolving conflicts
- Schedule and arrange taxi services to and from flights for executive business trips and create reservations for business meetings/lunches.
- Organize executives' personal information into a readable chart format and gather team email addresses

### **Supply Chain Analyst (Contract)**

**03/2023 - 08/2023**

**Samsung Electronics America**, Ridgefield Park, NJ

- Generate reports using MS Excel formulas, charts, graphs, and pivot tables.
- Update data and charts for tri-weekly sales estimation report in order to compare total sales volumes for previous and current months' sales orders of Samsung Home Appliances (refrigerators, dishwashers, washing machine, dryer, microwave, oven, vacuum, accessories).
- Create weekly inventory snapshot, direct ship visibility report and ds ratio reports.
- Confirm weekly sales orders, process factory and hub diversions, create stock transfer orders, and containerize shipments of Samsung Home Appliances.

### **Product Management Associate**

**08/2022 - 11/2022**

**Fannie Mae**, Remote

- Work with cross-functional teams on development of the enterprise accounting and payment software in order to support retirement/replacement of the company's general ledger systems.
- Test software for business activities including forecasts/expectations, repos, debts, derivatives, collateral, wires, ACH, month-end reconciliation, ERP file, accounts receivable (AR), and accounts payable (AP).
- Utilize Jira to refine user stories, complete user acceptance and integration testing, and register interfaces.
- Use SQL/ PL/SQL to extract data to support testing business activity and configure software changes.

### **IT Consultant**

**05/2020 - 08/2022**

**FDM Group**, Remote

- FDM Consultant (Contract) at Fannie Mae

## EDUCATION

**Bachelor of Science – Psychology (Cognitive) and Minor in Human-Computer Interaction**

**08/2015 – 05/2019**

Carnegie Mellon University, Pittsburgh, PA