

Heejung Hong

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Skills

CSS - HTML - JavaScript - Slack - Box - Basware - SAP - Microsoft Office - Google Docs - Mac OS - Windows OS

Experience

March 2022 - April 2023

Amazon, Culver City, CA - *MGM Buyer, Purchasing*

- Analyzed purchased and negotiated for cost savings.
 - Negotiated Workato renewal from \$210,000.00 to \$200,000.00 saving \$10,000.00
 - Negotiated Wrike renewal from \$16,800.00 to \$7,200.00 saving \$9,600.00
- Processed POs, GRs, and Vendors in SAP.

June 2016 - March 2022

MGM Studios, Beverly Hills, CA - *Buyer, Purchasing*

- Review purchase requests and analyze cost savings before processing.
- Administrator for the company's Staples Advantage accounts.
- Processed POs, GRs, and Vendors in SAP.
- Generated analysis of office supply purchases for analysis.

MGM Studios, Beverly Hills, CA - *Administrator, Purchasing*

- Review purchase requests and analyze cost savings before processing.
- Administrator for the company's Staples Advantage accounts.
- Processed POs, GRs, and Vendors in SAP.

MGM Studios, Beverly Hills, CA - *Project Administrator*

- SAP Virtual Role Project - analyzed t-codes, creating write-ups of the analysis, and sending the write-ups for approval.
- Laptop Encryption Project - schedule the laptop encryption between MCS team and user community. Kept a detailed teaching spreadsheet of the progress.
- Administrative support for the Executives.

January 2016 - May 2016

MarVista Entertainment, Los Angeles, CA - *Development Intern*

- Script coverage and treatment.
- Receptionist duties, coordinating phone calls.

April 2010 - July 2011

Samantha H Han MD, Burbank, CA - *Receptionist*

- Coordinated customer calls within the office.
- Schedule appointments for patients.
- Checked insurance availability and submitted authorization for office visit and surgical procedures.
- Trained new employees on front desk duties.

April 2009 - April 2010

United Escrow, Los Angeles, CA - Receptionist

- Coordinated customer calls within the office.
- Prepared reports of real estate sales on Excel.
- Administrative office work.

July 2008 - October 2008

Tyte Jeans, Commerce, CA - Denim Designer

- Every month designed and developed 100 junior denim & non-denim bottoms.
- Worked with pattern makers, sewers, and vendors to produce samples for shows.
- Adobe Illustrator app was used to draw denim and back pocket embroidery designs.
- Denim Wash design.

June 2007 - July 2008

Cygne Design, Beverly Hills, CA - Denim Designer

- Designed Junior denim and non-denim bottoms for 10 markets per year.
- Adobe Illustrator app was used to draw denim and embroidery designs.

Aug 2005 - June 2007

BB Dakota, Irvine, CA - Outerwear Developer

- Created 70-80 technical packages for overseas development per season.
- Adobe Illustrator app was used to draw the detailed technical sketches of garments.

September 2004 - July 2005

Skinny Minnie, Vernon, CA - Design Assistant

- Coordinated production of samples, created linesheets, and designed stone decoration.

December 2002 - May 2004

L'Koral Industries, Los Angeles, CA - Design/Import Assistant

- Coordinated the production of samples.
- Assisted import production of children's garments.

July 2001 - September 2002

Jaloux/Zalu, Los Angeles, CA - Design/Production Assistant

- Assisted in production and development of Women's contemporary garments.

Education

Fall 2014 - Spring 2016

Cal State University Long Beach, Long Beach - BFA., Film/TV Production Management; Minor Finance: GPA: 3.932

Fall 1999 - Spring 2001

The Fashion Institute of Design & Merchandising, Los Angeles - AA., Fashion Design