

Heejung Hong

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 - *Procurement Specialist I, MGM IT*

- 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.

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*