

HYEGIN CHO

U.S. Citizen | (408) 489-0853 | hgcho@ucdavis.edu | San Jose / Morgan Hill, CA



<https://www.linkedin.com/in/hyegin-cho-56a2458a/>

EDUCATION

Bachelor of Science in Applied Statistics - Concentration in Economics
University of California, Davis - Davis, CA

June 2018

RELEVANT EXPERIENCE

Logistics Coordinator - Expeditors, Account Services Team

On Site at Google Sunnyvale, CA, July, 2018 - Current

Expeditors is a global logistics and freight forwarding company.

- Used Tableau to write reports to ensure that the shipments are getting to destination on time. Also provided reports on shipments that missed the requested delivery dates and the reasons to help correct the problem.

- Processed documents such as commercial invoice, packing list, shipper's letter of instruction, airway bill, and other logistics documents to support Google's supply chain.

Computer Room Consultant - Information and Educational Technology of UC Davis

Davis, CA, September 2016 - June, 2018

IET department of UCD creates an environment that helps the UC Davis community teach, do research, and provide public service.

- Provided consulting on both Mac and PC platforms while performing basic troubleshooting in computer classrooms.

- Extensive experience in dealing with various unexpected and urgent problems that inevitably occur in computer rooms and educational situations.

Operations Intern - MOTA Group INC.

San Jose, CA, June 2017 - September 2017

MOTA is an aircraft manufacturing company with two branches: MOTA for drones and TAMO for electronic accessories, etc.

- Organized over thousands of PO numbers and customer data using advanced functions in MS Excel.

- Supported marketing team that was in charge of a new drone launching project, managed multiple vendors.

- Set up and presented the products at Entrepreneurship Creative Innovation Festival which was hosted by China Silicon Valley

Certification Exam Grading Assistant - Human Resources Development Services of Korea

Seoul, South Korea, July 2015 - August 2015

Human Resources Development Services of Korea cooperates with businesses to manage national human resources. They hold various national qualification tests, support foreign workforce employment, and provide competency development programs.

- Assisted professors in finding grading errors on national qualification tests.

- Extensive experience in time management in working efficiently around a demanding schedule

INVOLVEMENT

Volunteer Income Tax Assistant - Internal Revenue Service

Davis, CA, November 2017 - April 2018

- Offered free tax help to people who generally make \$54,000 or less.

- Helped persons with disabilities and limited English speaking taxpayers who need assistance in preparing their own tax returns.

Secretary - Statistics Club at UC Davis

Davis, CA, December 2016 - Current

- Took part in hosting guest speaker events, programming workshops using R and python, study sessions, and social events.

- Wrote and sent out club email to approximately 300 students every week.

SKILLS

- Technical skills: MySQL, Tableau, JavaScript, R, MS Excel, Microsoft Office

- Web skills: HTML/CSS (<https://hyegin.github.io/>) | ·Foreign language: Korean (Native)

- Soft skills: Teamwork, Adaptability, Ability to work under pressure, Communication, Multitask, Great customer service