

MINJI CHOI

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| Portfolio: <https://ilvilva.github.io/minji-hr-portfolio/#experience> / <https://sites.google.com/view/minji224/about-me>

EDUCATION

University of Washington, USA : School of Business Economics Bachelor of Business Economics & Cultural Literature Art /Minor in Visual Media & UX Design GPA: 3.8 Overall	Expected graduation: March 2025
Cascadia College, USA : Associate of Business Associate degree of Business GPA: 3.7 Overall	Graduated: Nov 2019

HONORS & LEADERSHIP

Peer Facilitator Student Mentor University of Washington	Jan 2025 – Present
<ul style="list-style-type: none">Mentor undergraduate students in career development, resume building, and professional communication.Organize workshops on workplace dynamics, leadership skills, and diversity, equity, and inclusion (DEI).Support students in improving collaboration, conflict resolution, and adaptability in professional settings.	

PROFESSIONAL EXPERIENCE

Sanbon Happy Silver Nursing Center, South Korea HR & Administrative Assistant	June 2021 – Dec 2021
<ul style="list-style-type: none">Assisted HR personnel with recruitment processes, including screening resumes and coordinating interviews.Managed employee documentation, ensuring compliance with internal policies and labor regulations.Facilitated training sessions on workplace policies, communication strategies, and employee well-being.Processed payroll records and maintained confidentiality in handling employee data.	
Rinsam Academy, South Korea HR Administrative Assistant	Aug 2020 – May 2021
<ul style="list-style-type: none">Coordinated hiring procedures, onboarding, and performance evaluations for new employees.Managed employee schedules, handled confidential records, and ensured smooth internal operations.Developed and implemented communication strategies to enhance staff engagement and retention.	
Cascadia College, USA. Event & Marketing Coordinator	Mar 2018 – Nov 2019
<ul style="list-style-type: none">Organized and promoted film screenings, cultural events, and speaker series.Developed marketing materials and social media campaigns to boost engagement.Assisted in event logistics, talent coordination, and production planning.	

PROJECTS

Employee Experience & Engagement Analysis University of Washington(2024)	
<ul style="list-style-type: none">Researched and analyzed factors affecting employee satisfaction and retention in corporate environments.Developed a case study on Amazon’s HR strategies, focusing on leadership principles and performance metrics.	
Diversity & Inclusion in the Workplace University of Washington(2024)	
<ul style="list-style-type: none">Conducted a comparative analysis of DEI initiatives in major corporations, including Amazon, Google, and Microsoft.Proposed strategic recommendations for fostering an inclusive workplace culture.	
The Role of MBTI in Human Resources: A Personal Research Perspective	
<ul style="list-style-type: none">Researched and analyzed the impact of MBTI on recruitment, employee engagement, and leadership development.Conducted interviews with HR professionals to evaluate the effectiveness of personality assessments in workplace dynamics.Designed personalized onboarding strategies based on MBTI insights to enhance employee satisfaction and team cohesion.Assisted in developing conflict resolution techniques by leveraging personality-based communication styles.Explored the integration of MBTI with AI-driven HR analytics for improved talent management.	

SKILLS

<ul style="list-style-type: none">HR & Talent Management: Employee relations, recruitment strategies, onboarding, and workforce engagement.Organizational Development: Workplace culture analysis, leadership training, and team-building strategies.Diversity & Inclusion (DEI): Research and implementation of inclusive workplace practices, DEI initiatives, and employee advocacy.People Analytics & UX in HR: Data-driven insights for employee experience design, HR metrics analysis, and performance evaluation.Communication & Branding: Corporate storytelling, internal communications, and employer branding through visual and written media.HR Technology & Systems: Proficiency in HRIS (Workday), ATS (Applicant Tracking Systems), and Microsoft Office Suite.Bilingual & Cross-Cultural Communication: Fluent in English & Korean, facilitating global HR operations and employee engagement.	
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