

# AYUMU IGUCHI

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## PROFESSIONAL PROFILE

Dependable and detail-oriented professional with a strong background in leadership, analysis, and team coordination developed through six years of U.S. Army service. Experienced in managing personnel, training programs, and operational logistics across multiple departments. Brings a record of reliability, adaptability, and effective communication in fast-paced, multicultural environments. Currently completing a Bachelor's in Web & Digital Design with a focus on creative problem-solving and digital communication.

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## PROFESSIONAL EXPERIENCE

Korean Linguistic and Data Analyst

January 2019– January 2025 | U.S. Army | South Korea

Progressively promoted through leadership roles including Language Department Supervisor, Section Chief, and Logistics Manager.

- Managed and trained over 90 personnel across various departments, coordinating schedules, reporting, and performance tracking.
- Developed tailored instructional materials and standardized documentation to improve efficiency and communication.
- Oversaw logistics, inventory control, and compliance for specialized materials, ensuring accuracy and safety.
- Directed facility operations for 50+ personnel, maintaining security, conducting inspections, and managing maintenance records.
- Analyzed operational data and prepared concise reports to support decision-making and interdepartmental coordination.

Sales Representative

April 2018– December 2018 | International Currency Exchange | Seattle, WA

- Processed currency transactions while maintaining accuracy and compliance with financial regulations.
- Delivered professional customer service in a fast-paced environment and trained new team members on branch procedures.
- Maintained daily reconciliations and balanced financial reports with consistent precision.

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## EDUCATION

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- Bachelor's in Web & Digital Design  
University of Maryland Global Campus | Seattle, WA | Expected December 2025
- Associate in General Studies  
University of Maryland Global Campus | Pyeongtaek, South Korea
- Associate in Korean  
Defense Language Institute | Monterey, CA

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## SKILLS

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- Multilingual: English | Korean | Tagalog | Japanese
- Leadership and Team Development
- Project Coordination and Training Support
- Data and Operational Analysis
- Digital Documentation and Reporting
- Process Improvement and Organization