3314 Meline Fields Dr :: Spring, TX 77386 HOME PHONE: (202)-497-3987 :: CELL PHONE: (703)-725-8609 E-MAIL: jchoi5438@gmail.com

Justin Choi

Education

2021 - Present Sam Houston State University

(Huntsville, TX)

- Completing a second major in Management Information Systems
- Maintaining at least a 3.0 GPA
- Taking classes involving Business Communication

2018 - 2020 Lone Star College System

(Houston, TX)

- Finished Major in Biology (B.S)
- Maintained a GPA of 3.5 and above until transferred

2015 - 2018 University of Houston

(Houston, TX)

- Majoring in Computer Science (B.S), minor (B.A) in Biology
- 3.0 GPA

Work Experience

January 2018 - Present

- Data Analyst (Work-from-home position
- Advertisement and query relevance research
- Search Engine Evaluation for Machine Learning
- Part-time English teacher contracted from overseas for business-peoples (Korean)

Dec 2016 - June 2018

- Phlebotomy Junior Data Analyst

May 2016 - August 2017

- Clerical Work and Admissions for Memorial Hermann Hospital

October 2015 - May 2016

- Memorial Hermann Hospital Assistant and Student Observer
- Volunteered through multiple departments assisting directors in simple tasks as well as observing medical operations and assisting patients in minimal hands-off care.

Additional Skills

- High levels of proficiency and understanding in PC and MAC hardware/software
 - Operating systems
 - Back-end systems
 - Computer/IT troubleshooting
 - Basic software compatibility and troubleshooting
 - Microsoft Office
 - Video editing software
- Taking and have taken classes for Business Communication, can effectively convey ideas and build upon business relationships in high-pressure driven situations and environments
- Proficient typist
- Experience with clerical work and data/information management

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- Worked part-time as a cashier, can handle large amounts of money and transactions as well as customer support and service