



# Jacob D. Ko

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github.com/jdko11

linkedin.com/in/jd-ko/recent-activity

## ABOUT ME

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I am a data analyst who love people, language, and data. They helped me become a *better organizer, communicator, and problem solver*.

My experiences of working with various organizations and companies in different industries gave me *insights to become a better analyst and advisor*.

I am also highly motivated to continue learning and improving my *ability to add more value to the team I will be working with*.

## TECHNICAL SKILL & CERTIFICATION

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- A+, Network+, MCP, Google Data Analytics
- MS Office, SQL, Tableau, R, Python
- [www.credly.com/users/jacob-ko/badges](http://www.credly.com/users/jacob-ko/badges)

## ANALYTICAL THINKING & PROBLEM SOLVING

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### Accounting Dept Team Member (Volunteer)

Watch Tower Bible & Track Society of Myanmar  
2020 to Present  
AP, AR, cash management, risk management, coordinating funding

### Business Analyst / Director of Finance

Myanmar Smart Trading, Myanmar  
2019 to 2021  
Start-up. Involved in business decision, budgeting, auditing, forecasting and analyzing business process

### IT Consultant

Convergys, Jireh Consulting Services, Halls of Ivy, Feintool, Micro Center  
1995 to 2011  
Setup & install PC, troubleshoot & repair App, monitor & analyze network, support & advise user, design and develop web applications

## INTERPERSONAL & CONSULTATIVE SKILLS

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### Contract Representative (Volunteer)

Watch Tower Bible & Track Society of Myanmar  
2020 - Present  
Finding venues for seminars. Negotiate and verify the contract.  
Maintain good business relationship with the contact

### Minister & Public Speaker (Volunteer)

2002 to Present  
Educate and motivate people to better their life by giving practical advice based on bible principles in both public and private settings in English, Korean, Chinese, Burmese

### All-call Interpreter & Language Consultant

Language Line, CyraCom, The translation Gate, etc.  
2002 - 2019  
Over-the-phone or in-person interpretation for medical, legal, billing, insurance, 911 calls. Also, for the Korean Bible Education Seminars with the attendants from 30 to 500. Translated medical bills, brochures, manuals. Taught Korean or English.

## ORGANIZATIONAL & FACILITATION SKILLS

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### Assembly Overseer (Volunteer)

2020-Present  
Organize seminars to provide bible based education. Recruit volunteers and assign them to appropriate dept. Provide needed instructions and trainings to volunteers over 100. Budgeting, funding and reporting.

### Owner & Manager of Small Retail Store

Ko Scooters, Komputek, Perfumeria  
2003 to 2013  
Sales, customer service, scheduling, negotiating with vendors, provide training, book keeping, AP, inventory, audit, compliance

## REFERENCES

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Available upon request