



Jacob D. Ko

3504 Seattle Hill Rd. Unit 16
Mill Creek, WA 98012

JD.KO@OUTLOOK.COM

(425) 439-8321

Skype: live:jcbko7895

Zoom PMI: 928 227 6232

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

ABOUT ME

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

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

ANALYTICAL THINKING & PROBLEM SOLVING

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

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, Cyacom, 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

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

Available upon request