Jee Hae Moon

438-503-5184 • jeehae.moon@gmail.com •jeehaemoon.github.io

PROFILE

A self-learning and motivated worker who takes responsibility on the given tasks. Proven ability to organize and manage multiple priorities and achieve quantifiable results while driving collaborative projects forward.

EDUCATION

Bachelor of Engineering, Mechanical Engineering Internship Program   **2014 - 2019**
McGill University, Montreal, Canada
- CGPA: 3.61/4.0

Health Sciences DEC, CEGEP   **2012 - 2014**
Marianopolis College, Montreal, Canada

SKILLS

Software: SAP, PTC Windchill, Autodesk Inventor, CATIA V5, Solid Works, Abaqus (FEA software), MS Office Suite
Programming: JavaScript, HTML, CSS, JAVA, C, MATLAB/Simulink
Languages (fluent in): French, English, Korean, Spanish (intermediate)

WORK EXPERIENCE

Production Planning Assistant   **September 2019-October 2020**
Hyundai Motorsports GmbH, Frankfurt, Germany
- Schedule all customer racing car production (i20N, i30N, Veloster) with accordance to customer delivery dates.
- Monitor production inventory data and raise Purchasing Requests according to remaining stock.
- Manage and update the Production BOM for Hyundai Motorsports customer racing cars.
- Release in SAP all parts and assemblies for newly development vehicles.
- Follow up with the Purchasing department for part delivery schedule.
- Schedule, prepare and deliver work orders to respective departments (Engine, Transmission, and Bodyshell department).
- Establish checkpoints on work-in-progress to guarantee accuracy of work performed.
- Communicate with sales, workshop and warehouse personnel to generate a yearly production schedule.

Mechanical Engineering Intern   **June 2016 – December 2016**
Mando America Corporation, Novi, Michigan, USA
- Engineering intern at an international car supplier R&D center.
- Supported basic design development tasks such as design of a brake caliper (housing and bracket) under direct supervision of the Brake Design Engineer.
- Participated in the assembly process of brake caliper sampling with the manufacturing department of the company.
- Translated cohesive reports and drafted manufacturing details from Korean to English to provide concrete design deliverables to engineers.

WEB DEVELOPMENT PROJECTS

Interactive Drawing Pad   **2020**
- Using HTML Canvas, CSS, and JavaScript created a personal version of a drawing web application.
- Incorporated features such as saving the drawing as image, and change of color and thickness.

Portfolio Website   **2020 - Present**
- Created an interactive Portfolio Website using JavaScript, HTML, and CSS.