

JENNY KIM

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U.S. Citizen

OBJECTIVE

Motivated and hard-working Business Administration student with proven leadership, planning and analytical skills seeking an internship in Supply Chain and Operations or Project Management

EDUCATION

GEORGIA INSTITUTE OF TECHNOLOGY, Scheller College of Business Bachelor of Science in Business Administration

Atlanta, Georgia
May 2017

- Concentration: Operations & Supply Chain Management GPA: 3.4
- Advanced Coursework in Leading & Managing Human Capital
- Zell Miller Scholarship recipient, reserved for students who maintained at least a 3.8 GPA in high school
- Acworth Business Leader Scholarship recipient, reserved for students who excel in business and community leadership
- Dean's List recipient every semester at Georgia Tech
- 100% self-funding education through campus positions and scholarships

LEADERSHIP & EXPERIENCE

CAMPUS SERVICES AT GEORGIA TECH *Communications Intern*

Atlanta, Georgia
June 2013 – Present

- Led a team of 10 full-time staff members and student organization leaders in planning and executing operations and marketing strategies for the annual Campus Services Loves Students carnival with a budget of \$6,500, scheduled for February 2, 2016
- Worked on projects such as Employee of the Month and BuzzFunds with Director of Communications and Director of Finance
- Individually distributed marketing materials to over 2,500 students during freshmen and transfer orientations
- Created a Social Network presence for Campus Services with over 6,400 likes on Facebook in 2 years
- Established "Student Employee Spotlight" program, which has highlighted 14 student employees

UNDERGRADUATE OPERATIONS MANAGEMENT SOCIETY *Executive Board Member - Founder & President*

Atlanta, Georgia
September 2015 – Present

- Coordinated with faculty and staff at Scheller College of Business in creating an undergraduate organization
- Generated the organizational structure and strategically appointed 5 members to executive board positions
- Recruited over 30 members in the first 2 months of existence

WREK ATLANTA 91.1 FM *Executive Board Member - Operations Manager*

Atlanta, Georgia
April 2015 – Present

- Optimized operator time and ensured compliance with FCC policy
- Managed over 250 current operators and recruited 64 in-training operators, increasing recruitment by over 30% from 2014
- Organized monthly information sessions and one-on-one with operators and regular training sessions
- Developed an improved Operators Exam and training process to reduce inefficiency
- Created the Traffic Director position to better monitor operations and attendance, increasing attendance by over 10% from 2014
- Collaborated with IT Director to create a mobile-friendly training log website

Executive Board Member - Community Relations Director

April 2013 – April 2015

- Organized monthly communication with 75 organizations in the art, music, and publicity industries
- Created partnerships and sponsorships with 15 organizations, increasing partnerships by 20%

STUDENT CENTER PROGRAMS COUNCIL CONCERTS COMMITTEE *Live Lunch Chair (2014), Logistics Coordinator (2015)*

Atlanta, Georgia
August 2014 – October 2015

- Strategized the 2015 Homecoming Concert logistics including opener selections, security, and stage set-up, with record attendance of 3,498
- Directed the Live Lunch program, coordinating with 5 full-time faculty members and over 20 musicians
- Assisted in planning various movie nights on campus including Flicks on Fifth in 2013, with attendance of over 1,000

TEMTYC *Intern*

Seoul, Korea
March 2014 – June 2014

An organization dedicated to instructing new teachers how to effectively teach English to young children

- Researched various possible teaching strategies by teaching 5 courses with over 20 students aged 3-9
- Implemented numerous marketing strategies including recruitment videos and social network outreach
- Improved the translation and format of employee training manual for easier readability, increasing consumer satisfaction

SKILLS/INTERESTS

Language: Korean (native)

Skills: Advanced Microsoft Excel Certificate, Microsoft Word, PowerPoint, Publisher, Outlook, SharePoint, Drupal

Volunteer: Atlanta Pet Rescue Center, Red Cross Blood Drive, Raised over \$2,000 for Children's Miracle Network in 2011

Affiliations: Student Alumni Association, AIESEC, Technique (Georgia Tech Student Newspaper)

Interests: Motivational Blogging, Digital Photography, Event Planning, DIY projects, Hiking, Bowling