

# JENNY JIYEON KIM

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U.S. Citizen

## OBJECTIVE

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Bachelor of Science in Business Administration degree candidate with strong communication, leadership, and planning/analysis skills.  
Seeking an Operations or Project Management position for the summer of 2016.

## EDUCATION

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**GEORGIA INSTITUTE OF TECHNOLOGY, Scheller College of Business**

Atlanta, Georgia

**Bachelor of Science in Business Administration**

- Concentration: Leading and Managing Human Capital Major GPA: 3.6
- Management Certificate: Operations & Supply Chain Management
- Zell Miller Scholarship recipient, reserved for students who maintained at least a 3.8 GPA in high school
- Acworth Business Leader Scholarship recipient
- Dean's List every semester
- Member of Georgia Tech Operations Club
- Self-funding education through campus positions and scholarships

## EXPERIENCE

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**CAMPUS SERVICES AT GEORGIA TECH, MELISSA MOORE**

Atlanta, Georgia

*Intern to the Director of Communications*

June 2014 – Present

- Leads a team of 5 full-time staff members and 6 student leaders in planning and executing marketing strategies for the annual Campus Services Loves Students carnival.
- Individually distributed marketing materials to more than 2,500 students during freshmen and transfer orientations
- Created a Social Network presence for Campus Services, over 6,100 likes on Facebook in less than 2 years
- Works on projects such as Employee of the Month and BuzzFunds with Director of Communications and Director of Finance
- Established the new "Student Employee Spotlight" program, in which we've highlighted 8 student employees

**WREK ATLANTA 91.1 FM**

Atlanta, Georgia

*Executive Board Member - Operations Manager*

April 2015 – Present

- In charge of making sure operators are live as much as possible and WREK abides by FCC policy
- Manages over 250 current operators and recruited over 50 potential operators
- Organizes monthly information sessions and leads regular training sessions
- Leads the Operations Team of 10 peers in revamping the Operators Exam and training process for more efficiency
- Created the Traffic Director position to better monitor operations and attendance

*Executive Board Member - Community Relations Director*

April 2013 – April 2015

- Coordinated partnerships and sponsorships with over 30 publicity companies in Atlanta
- Managed the Contest Book in WREKtranet 2.0 (WREK's internal program for communication)

**STUDENT CENTER PROGRAMS COUNCIL**

Atlanta, Georgia

*Concerts Committee Member - Live Lunch Chair*

August 2014 – Present

- Directed the Live Lunch program, working with 5 full-time faculty members and over 20 musicians
- Executed various promotions and operations at the Homecoming Concert 2014, with record attendance of 1,864 students
- Volunteered in numerous SCPC events such as GT Six Flags Night, GT Aquarium Night, GT Homecoming, Sting Break, etc.

**GEORGIA TECH STUDENT CENTER, LAURA PRICE**

Atlanta, Georgia

*Info Desk Attendant – Student Staff Member*

January 2015 – Present

- Participated in a 10 person team who assisted over 16,822 Georgia Tech visitors in 2015
- Collaborates with the Guest Service Managers to accommodate over 100 reservations per semester in the Student Center

**TEACHING ENGLISH AS MOTHER TONGUE TO YOUNG CHILDREN, BOOM LEE**

Seoul, Korea

*Intern*

March 2014 – June 2014

- Investigated various possible teaching strategies by teaching five courses with over 20 students in the 5-15 age group
- Improved the translation and format of the training log designed for employees for higher retention and effectiveness
- Helped implement numerous marketing strategies including recruitment videos and social network

## SKILLS/INTERESTS

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**Language:** Korean (native), French (elementary)

**Skills:** Advanced Microsoft Excel Certificate, Georgia Real Estate Salesperson Licensee, SharePoint, Drupal.

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

**Interests:** Digital Photography, Motivational Blogging, Student-budget Traveling, Event Planning, Bowling, Hiking