

JENNY KIM

Atlanta, GA 30318 • 404-271-7108 • jenny.jiyeon.kim@gmail.com
www.jennyjiyeonkim.me
U.S. Citizen

OBJECTIVE

Motivated and hard-working Business Administration student with proven leadership, planning and organization skills seeking an internship in Operations or Project Management for the summer of 2016.

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
- 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 recipient every semester
- Member of Georgia Tech Operations Club
- 100% self-funding education through campus positions and scholarships

EXPERIENCE

CAMPUS SERVICES AT GEORGIA TECH

Atlanta, Georgia
June 2013 – Present

Intern

- Leads a team of 7 full-time staff members and 4 student organization leaders in planning and executing operations and marketing strategies for the annual Campus Services Loves Students carnival scheduled for February 2, 2016
- Works 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 6,100 likes on Facebook in 2 years
- Established the new "Student Employee Spotlight" program, in which we've highlighted 8 student employees

WREK ATLANTA 91.1 FM

Atlanta, Georgia
April 2015 – Present

Executive Board Member - Operations Manager

- 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 57 in-training operators, increasing recruitment by over 30% from 2014
- Organizes monthly information sessions and one-on-ones with potential members and leads regular training sessions
- Addressed the inefficiency of the current Operators Exam and training process by developing an improved Operators Exam
- Created the Traffic Director position to better monitor operations and attendance, increasing attendance by over 10% from 2014
- Worked with the IT Director to improve current training logs for improvement in interactivity

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

Atlanta, Georgia
August 2014 – Present

Live Lunch Chair (2014), Logistics Coordinator (Present)

- Strategized the logistics of the Homecoming Concert 2015 scheduled to be implemented on October 15, 2015
- Directed the Live Lunch program, coordinating 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.

THE BOWERY PRESENTS SOUTH

Atlanta, Georgia
August 2014 – December 2014

Intern

- Assisted with promotions for over 20 owned-and-operated venues and organizations
- Developed and tracked online marketing and organized financials of over 10 events

TEACHING ENGLISH AS MOTHER TONGUE TO YOUNG CHILDREN

Seoul, Korea
March 2014 – June 2014

Intern

- Investigated various possible teaching strategies by teaching 5 courses with over 20 students in the 3-9 age group
- Improved the translation and format of the training log designed for employees for higher retention rate and effectiveness
- Helped implement numerous marketing strategies including recruitment videos and social network

SKILLS/INTERESTS

Language: Korean (native), French (elementary)

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

Volunteer: Atlanta Pet Rescue Center, Red Cross Blood Drive, Raised \$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