

# JENNY JIYEON KIM

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## SUMMARY

Bachelor of Science in Business Administration candidate

## EDUCATION

**GEORGIA INSTITUTE OF TECHNOLOGY, Scheller College of Business** Atlanta, Georgia  
**Bachelor of Science in Business Administration (Human Capital Management and Operations & Supply Chain Management)**

- GPA: 3.4

## EXPERIENCE

**Campus Services at Georgia Tech** Atlanta, Georgia  
**Intern** June 2013 – Present

- Assists the Director of Communications in various projects for freshmen and transfer orientations
- Created a Social Networking presence for Campus Services via Facebook and YouTube
- Worked on projects such as Employee of the Month and BuzzFunds with the Vice President of Campus Services
- Created the new “Student Employee of the Month” program for Campus Services

**College of Engineering at Georgia Tech** Atlanta, Georgia  
**Communications Assistant** January 2015 – Present

- Works with the Director of Communications on current and on-going projects and publications
- Contributing writer and editor for the Annual College of Engineering Magazine and the CoE news page

**Georgia Tech Student Center** Atlanta, Georgia  
**Event Services Assistant, Info Desk Assistant** January 2015 – Present

- Assisted over 500 visitors who needed assistance finding a location or more information about Georgia Tech
- Work with the Guest Service Managers to accommodate guests and reservations in the Student Center

**Bowery Presents South** Atlanta, Georgia  
**Intern** August 2014 – December 2014

- Helped the staff with day-to-day tasks in the booking, finance, marketing and media departments
- Assisted with promotions for owned-and-operated venues and open-room concerts
- Developed and tracked online marketing
- Organized and archived press materials

**WREK Atlanta 91.1 FM** Atlanta, Georgia  
**Community Relations Director** April 2013 – April 2015

- In charge of communicating with over 20 art and music organizations for partnerships and sponsorships
- Administrator of WREKtranet 2.0 (WREK’s main program for communication) operations

**Operations Manager** April 2015 – Present

- In charge of making sure operators are live as much as possible and that WREK abides by FCC policy
- Manages over 300 operators and recruited over 150 new operators in the summer of 2015
- Organizes information sessions and leads regular training sessions
- Created the WREK Internship program
- Works with Traffic Director to monitor operations and attendance

**TEMTYC (Teaching English as Mother Tongue to Young Children)** Seoul, South Korea  
**English Tutor** March 2014 – June 2014

- Spent a semester teaching English speaking and writing to children from ages 3-14 and adults from 30-35 on a weekly basis
- Wrote and edited the TEMTYC guide to recruit and train teachers of English speaking countries
- Recorded and edited promotional videos

**Student Center Programs Council** Atlanta, Georgia  
**Live Lunch Chair, Concerts Committee Member** September 2012 – Present

- Directed the Live Lunch program, in which I worked with five full-time faculty members and over 15 musicians
- Helped with promotions and operations at the Homecoming Concert 2013, which had an attendance of over 3,000 students