

JENNY JIYEON KIM

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

OBJECTIVE

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

GEORGIA INSTITUTE OF TECHNOLOGY, Scheller College of Business

Atlanta, Georgia

Bachelor of Science in Business Administration

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

Intern to the Director of Communications

June 2013 – Present

- Leads a team of 7 full-time staff members and 6 student leaders in planning and executing operations and marketing strategies for the annual Campus Services Loves Students carnival set to be implemented on February 2, 2016.
- 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 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 creating a new, more efficient Operators Exam
- Created the Traffic Director position to better monitor operations and attendance
- Works with the IT Director to improve current training logs for improvement in interactivity

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 CONCERTS COMMITTEE

Atlanta, Georgia

Live Lunch Coordinator & Logistics Coordinator

August 2014 – Present

- 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
- Strategized the logistics of the Homecoming Concert 2015 set to be implemented on October 15, 2015
- Volunteered in numerous SCPC events such as GT Six Flags Night, GT Aquarium Night, GT Homecoming, Sting Break, etc.

GEORGIA TECH STUDENT CENTER

Atlanta, Georgia

Info Desk Attendant – Student Staff Member

January 2015 – Present

- Participates 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

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

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

Interests: Digital Photography, Motivational Blogging, Contributing Writer for the Technique, Event Planning, Bowling, Hiking,