

# Jamie Youngji Moon

jyjmoon@gmail.com

please inquire for further contact information such as phone number

## EDUCATION

### Los Alamitos High School

- **GPA:** [4.13 *weighted*, 3.82 *non-weighted*] / 4.0

### University of California, San Diego

*Bachelor of Science in Cognitive Science, with a specialization in Human Computer Interaction*

- **Current GPA:** 3.536 / 4.0

**Los Alamitos, CA**

Sep 2009 – June 2013

**La Jolla, CA**

Sep 2009 – June 2013

## WORK & LEADERSHIP EXPERIENCE

### UC San Diego School of Medicine: AntiViral Research Center

*Special Projects Assistant*

- 13.75 hours/week
- Scrip Reconciliation
- Transaction Sampling
- ENPET/EPET
- Ledger Review
- Assist with office needs such as phone bills, copy paper, supplies, etc

**Hillcrest, San Diego, CA**

Jan 2015 – Present

### Ed Fagan Inc: Special Purpose Alloys

*Office Worker*

- 4 hours/week
- Filed papers
- Matched orders
- Organized general office

**Los Alamitos, CA**

Feb 2013 – Aug 2013

### House of Potential

*Summer School Teacher*

- 30 hours/week
- Taught writing and reading comprehension skills to grades 6-8
- Organized administration work such as registration files, field trip slips, etc.

**Los Angeles, CA**

June 2013 – Aug 2013

### World Mission Church Youth Group

*Youth leader*

- 6 hours/week, 52 weeks/year
- Directed meetings for retreats and fundraisers
- Led volunteering activities such as passing out food at the soup kitchen and community cleaning
- Met with staff at least once a month
- Publicized events through announcements, posters, flyers

**Los Angeles, CA**

June 2008 – July 2013

### American Red Cross

*School board member: Project Planner*

- 2-4 hours/week, 46 weeks/year
- Organized events such as fundraisers and charity events (ex: Holiday Project to help less privileged people celebrate Christmas, Safe Kids to inform kids of basic safety rules)
- Received training on Human Rights, Safe Kids, & Puppet Shows
- Volunteered at the Greater Long Beach Chapter
  - Participated in Puppet Shows about disaster drills
  - Led kids through stations at the Holiday Project
  - Manned booths at carnivals, fairs, etc
- Learned the 7 fundamental principles of the American Red Cross

**Los Alamitos & Long Beach, CA**

Sept 2009 – June 2013

**Katella Senior Living***Volunteer leader***Los Alamitos, CA**

June 2010 – Sept 2011

- 2 hours/week, 16 weeks/year
- Filed paperwork given by the senior center
- Sorted money
- Played volleyball with the elderly and made sure no one got injured
- Watched over elderly in arts and crafts and aided those who couldn't do the task
- Interacted with the elderly
- Helped any troubled residents of the senior home