David J Choi

https://judopower.github.io/david-personal-site/

(347) 925-0911 || davidchoi1987@gmail.com

Skills

- ❖ HTML5
- ❖ CSS
- ❖ JavaScript
- ❖ jQuery

- ❖ Responsive Design
- ❖ WordPress
- ❖ Adobe Illustrator

- ❖ Microsoft Word and Excel
- ❖ Impeccable Grammar

Experience

S&P Global Market Intelligence

Proofreader   **December 2016 - Present**

- Proofread transcripts of earnings calls, corporate presentations, and other events to ensure factual accuracy as well as adherence to S&P's style guide.
- Coordinate with a global team to facilitate smooth operation of the proofreading process

Codi N Codi Inc.

Office Administrator   **January 2016 – October 2016**

- Edited copy for product labels and marketing materials
- Developed the company website using Wordpress and Photoshop
- Managed e-mail communications between business partners and answered customer inquiries
- Developed and maintained a system of organizing sales leads and accounts using Google maps and spreadsheets

ProspectBark

Field Manager   **June 2014 – January 2016**

- Interviewed prospective employees for a position with a pet care company and recommended promising applicants to management
- Coordinated daily with a diverse team of pet caretakers and clients to deal with logistical issues and ensure tasks were completed on time
- Cared for clients' pets and maintained daily communications with each client

Education

Binghamton University, State University of New York Class of 2009:

B.A. Political Science Graduated Cum Laude