

# David J Choi

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

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## Skills

- ◆ HTML5
- ◆ CSS
- ◆ JavaScript
- ◆ jQuery
- ◆ Bootstrap 3
- ◆ Responsive Design
- ◆ WordPress
- ◆ Adobe Illustrator
- ◆ Nearly Impeccable Grammar

## Experience

### Codi N Codi Inc.

#### Administrative Clerk      January 2016 – September 2016

- 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

### Beauty Friend Shop

#### Founder      January 2013 – May 2014

- Built and registered an online webstore that sells beauty products directly to customers online
- Managed inventory, fulfilled customers orders, and provided customer service

## Education

**Binghamton University, State University of New York Class of 2009: B.A. Political Science**

Graduated Cum Laude