

JIN WOO BAE

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SKILLS & ABILITIES

Java, Knowledge of Microsoft Technology, Affiliation with Multiple Operating Systems (Windows and MacOS), Experience with Troubleshooting, Content Management Systems, Communication/Writing, Media Production, Customer Service, Leadership, Organization

EXPERIENCE

- **ADMINISTRATIVE ASSISTANT / UCSD Department of Political Science**
2018, NOVEMBER – Present
 - *Communicate effectively through Outlook, organize meetings, update/create excel sheets, complete fiscal reimbursements and recharges, design and publish flyers for speakers, and troubleshoot/update any hardware for faculty.*
- **CLERICAL ASSISTANT / J.K. DENTAL OFFICE**
2015, MARCH – 2017, SEPTEMBER
 - *Performed data entry of patients and handled incoming queries from patients. Also updated system software and managed emails for the institution.*
- **TUTOR / SELF-EMPLOYED**
2016, JUNE – PRESENT
 - *As a self-employed tutor, I manage publicity, generate own curriculum for respective students, consult with parents regarding the status of their students, and manage finance. I had over 10 students in the span of my career.*

EDUCATION

- **UCSD, LA JOLLA**
MAJOR: COGNITIVE SCIENCE W/ SPEC HUMAN COMPUTER INTERACTION (BS)
GPA 3.7
- **IRVINE VALLEY COLLEGE, IRVINE**
Physics and Philosophy (Summer Term 2016)
GPA 4.0

LEADERSHIP

- **EXECUTIVE BOARD / ID**
2013, OCTOBER – 2018, SEPTEMBER
 - *Lead weekly meetings, organized outreach activities, and assisted with marketing for the non-profit organization, which provided educational assistance to students with special circumstances.*
- **PROGRAM EXECUTIVE / WTR**
2017, SEPTEMBER – PRESENT
 - *Managing publicity, generating novel ideas, designating tasks, and making decision for the direction of the non-profit organization, which seeks to provide a community for the marginalized, were core responsibilities as a program executive.*
- **TREASURER / GOOD NEIGHBORS**
2015, SEPTEMBER – 2017, JUNE
 - *Managed fund-raising money and other fiscal transactions for the non-profit organization. Consequently, became affiliated with spreadsheets and multiple Microsoft Technologies.*