JAE CHUNG  
New York, NY | jae.c814@gmail.com | 347-322-1315 |

Detail-oriented Economics graduate with strong analytical skills and hands-on experience in data reporting, customer service, and operations management. Proficient in Excel, Tableau, and Python. Known for being a quick learner, effective communicator, and a team player. Eager to bring strong problem-solving and organizational abilities to an entry-level role in finance or data operations.

**Education**

B.S. in Economics, CUNY Queens College – June 2021  
Relevant Coursework: Financial Accounting, Corporate Finance, Econometrics

**Skills**

• Tools: Excel (PivotTables, XLOOKUP, KPI charts), Tableau, Power BI, Python  
• Analytics: Data analysis & visualization, financial modeling, reporting  
• Soft Skills: Leadership, multitasking, customer service, team collaboration

**Experience**

Assistant Store Manager, Trader Joe’s – New York, NY  
Nov 2021 – Present  
- Led and supported store operations, staff supervision, and shift planning in a high-volume retail environment.  
- Mentored and coached team members to maximize performance and customer satisfaction.  
- Ensured operational efficiency and conflict resolution while upholding company values.  
- Balanced multiple priorities to maintain productivity and service quality.

**Projects**

Investment Portfolio Analysis  
- Analyzed and visualized mock investment portfolios using Python and Excel; calculated monthly returns, Sharpe ratio, and presented results via charts. [OneDrive](https://1drv.ms/x/c/b2b40abca1e6daa4/EUM21475HLpDsDFoMh-GO7ABUwB7POZr4eTK_cgLjTZdtQ?e=mI7zWQ) [GitHub](https://1drv.ms/x/c/b2b40abca1e6daa4/EUM21475HLpDsDFoMh-GO7ABUwB7POZr4eTK_cgLjTZdtQ?e=mI7zWQ)  
  
Excel Sales Dashboard  
- Designed a dynamic dashboard using PivotTables, slicers, and KPIs to visualize sales trends and business performance. [OneDrive](https://1drv.ms/x/c/b2b40abca1e6daa4/ERyCckCNosZNlb-0jt0T1P4BfjvY4WVMSdhc8LEatrGVXw?e=RvBdPH)

**Certifications**

• Excel for Data Analytics – Noble Desktop  
• Python/SQL for Data Science – Noble Desktop