**Jisung Jung**

San Francisco, CA | 415-815-3023 | jisung.jung@me.com | linkedin.com/in/mrvnjung

*Recent college graduate with experience working on complex projects cross functionally with over 10 organizations and more than 300 suppliers. Self-motivated person with the problem solving and data-driven decision-making.*

**Education**

**Master of Science - Business Analytics (MSBA)** May 2021

Hult International Business School | San Francisco, CA | GPA: 3.70

* Dean’s List
* Individual business analytics portfolio available online: marvin-jung.github.io/portfolio

**Master of Business Administration (MBA)** Aug 2020

Hult International Business School | San Francisco, CA

* Peer Recognition Award for the Above & Beyond
* Member, Emerging Technology Club

**Professional Experience**

**Project IT Manager, Plant Business Process Innovation Team**

DL E&C CO., LTD **|** Seoul, Korea Oct 2014 – Oct 2018

* Oversaw IT team of 10 helpdesk technicians, 6 system admins and 24 software engineers with boosting client’s satisfactions.
* Established plant best practice system, job site management system to 8 projects, decreasing project’s overhead cost by 15%.
* Facilitated with suppliers to conclude average 16% discounted contract agreement of hardware, software & network equipment.
* Presented SaaS products to foreign employees and clients 15 times working around Middle East, South-East Asia, and Russia.
* Conducted researching IT hardware resource and quantitative analysis on IT expenditure saving $250,000 of IT budget.

**Technical Document Specialist, BASF Chongqing MDI Project**

DL E&C CO., LTD **|** Chongqing, China Dec 2011 – Sep 2014

* Trained and guided entry-level staffs comprised of 15 Chinese people, turning around underperforming team into profitable one.
* Converted paper documentation into digital data among cross functional teams, saving 20% general and administrative expenses.
* Accelerated hundreds of procurement documentation review and approval for 8 long-lead equipment Increasing profits by 2%.
* Integrated data from disparate sources between head office and site office into a single and unified view, savings $50,000 cost.
* Fostered closed engagement and team building exercise with clients resulting in shortening 30 days project completion schedule.

**Area 4 Lead Document Control, BASF-YPC IPS Phase II Project**

DL E&C CO., LTD **|** Nanjing, China Feb 2009 – Dec 2011

* Settled disputes over issues on construction shop drawings delays by interfacing with PM, CM, engineers, suppliers, and clients.
* Resolved technical issues on Documentum software improving retrieval speed and reducing multi-discipline review period by 50%.
* Established a new technical document squad check process and approval procedure, decreasing review cycle from 20 to 10 days.
* Optimized mobilization plan collaborating closely with partner engineering company, reducing labor cost by $400,000.
* Reconciled inter-dependencies issues on data management among Fluor/Toyo/DL E&C consortium, cultivating strong partnership.

**Project Administrator, Ibn Zahr Utilities & Offsite Project**

DL E&C CO., LTD| Seoul, Korea Nov 2006 – Feb 2009

* Accelerated manufacturing technical data submission and return from 120 suppliers, maximizing 98% suppliers on-time delivery.
* Qualified on a 30,000-row data spreadsheet to update and validate descriptive metadata.
* Created weekly integrated project data report from system database to monitor potential risks for PM and client.
* Evaluated project’s drawing numbering system and drawing title block template to ensure data integrity.

**Additional Experience**

**Data Entry Clerk**

Korea Institute of Geoscience and Mineral Resources | Daejeon, Korea Jun 2004 – Aug 2005

**Skills**

Fluent English (advanced) and Korean (native) Machine Learning Python SQL

Excellent Communication Skills Problem Solving R Tableau

Project Management Critical Thinking Data Analysis MS Office