

# SERA JUNG

33 Gillian Drive, Coomera QLD 4209

[serajung@outlook.com](mailto:serajung@outlook.com)

+61 0493 181 441



I consider myself a very motivated person with extra energy to go after what I want in life. I am always chasing an improvement and try to learn from every experience I have been through.

## EXPERIENCE

2023 – RECENT

### MARKETING ASSISTANT,

#### GOLD COAST CAR ELECTRICS & MECHANICAL

- Assisting in the development and distribution of marketing and promotional material.
- Create messaging for marketing collateral that aligns with, supports, and promotes corporate activities.
- Defining and managing brand.
- Monitoring and managing social media.

JUNE 2022 – DECEMBER 2022

### MARKETING DEPARTMENT TEAM LEADER,

#### KOREA GOLD & SILVER EXCHANGE (LUXE & SHINE)

- Communicate and work across sales departments to create a product sales marketing strategy.
- Create messaging for marketing collateral that aligns with, supports, and promotes corporate activities.
- Manage departmental resources according to project needs.
- Quality-check Deliverables.

DECEMBER 2021 – MAY 2022

### UI/UX WEB DESIGN COURSE COMPLETION

- Focus on digital products that determine how a website looks and feels.
- Familiar with the different design software such as Adobe Photoshop, Illustrator, XD.
- Learnt how to code with Hyper Text Markup Language (HTML), CSS, JavaScript.
- Developing communication, Problem-solving, Teamwork and research skills.

SEPTEMBER 2020 – AUGUST 2021

### FOH, JAPAN DELIGHT

- Served as a quick and efficient manager in busy environment
- Receiving and confirming walk-in, telephonic, and online reservations.

- Responsible for managing the administrative and operational tasks of staff.

#### **DECEMBER 2017 – JULY 2020**

##### **BUSINESS MANAGER, WESTERN TRAIN**

- Responsible for overseeing the efficient running and profitability of restaurants and for managing employees.
- Deal with customer service issues and ensure the food quality is of a high standard.
- Hiring and onboarding new employees.
- Managing finances.
- Ordering of food supplies and beverages as well as inventory control and auditing of stockroom.

#### **OCTOBER 2017 – NOVEMBER 2017**

##### **SERVER, CHERRY CAFE**

- Serves patrons with food and beverages in a positive and friendly manner.
- Provides information to help food and beverage selections.
- Presents ordered choices in a prompt and efficient manner.

#### **JANUARY 2017 – SEPTEMBER 2017**

##### **SOUS CHEF, RAMEN BAR**

- Directs food preparation and collaborates with executive chef.
- Helps in the design of food, beverage, special menus.
- Oversees and supervises kitchen staff.
- Assists with menu planning, inventory and management of supplies.

#### **JANUARY 2016 - JUNE 2016**

##### **ROLL MAKER, SUSHI EDO**

- Preparation of ingredients. Keeping cleaning the store.
- Ensure the food preparation areas are clean and tidy.
- Washing, peeling, chopping, cutting and cooking.

#### **OCTOBER 2015 – DECEMBER 2015**

##### **CASHIER, SHOPPING CENTER TAKEAWAY SHOP**

- Handling cash and credit card with POS machine.
- Accurately recorded all cash movements
- Provide customer service at registers.

#### **JANUARY 2013 – AUGUST 2015**

##### **WORKING HOLIDAY, FARM JOB**

- Pinata farm (January 2015 – August 2015)
- Archies produce (January 2014 – April 2014)
- Rugby PTY LTD (January – November 2013 / June – November 2014)

## EDUCATION

2022

**UI/UX WEB DESIGN COURSE**, NARAE DESIGN SCHOOL (BUSAN, KOREA)  
**BEAUTY COURSE(NAIL/EYELASH)**, ALL THAT BEAUTY (BUSAN, KOREA)

2017

**BUSINESS MANAGEMENT**, SPENCER COLLEGE (BRISBANE, AUSTRALIA)

2012

**URBAN PLANNING/LANDSCAPING**, DONG-A UNIVERSITY (BUSAN, KOREA)

## SKILLS

- Web design
- Communication
- Customer service
- Marketing Experience
- Leadership experience
- Teamwork and collaboration
- Organizational Know-how
- Problem-solving abilities

*I understand that you will receive many applications. However, believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your organization. Please review my attached portfolio for a more detailed my abilities and skills.*

*Thank you in advance for your time.*