

# Jacob Yun

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(408) 691-5851

## EXPERIENCE

*Sales Operations Specialist*

August 2016-Present

SK Hynix America Inc.

- Manage operations for accounts such as Microsoft, HP, and Amazon processing purchases by coordinating outgoing shipments and returns and optimizing supply chain management.
- Create monthly sales estimations that include sales target and manipulate data to efficiently allocate pieces to customers to maximize revenue while meeting customer demand.
- Cross communication with other departments to handle discrepancies in a timely manner.

*Participant*

July 2016

Koru@GoPro, San Francisco, CA

- Developed impactful solution in a team of four to drive employee participation in L&D program through proficient use of human centered design, design thinking, and data analysis.
- Conducted market research and utilized design thinking in deriving insights for an app prototype.

*Data Analyst*

October 2015-May 2016

Loyola Marymount University, Los Angeles, CA

- Developed and enriched models to benchmark students' academic performance used by subsequent work-study hires.
- Compiled reports and created visualizations that helped discover trends in students' performance, detecting necessary areas for improvement.

*Director of Operations*

August, 2015-October, 2015

CUE Designs, Arcadia, CA

- Oversaw daily business operations including financial management, business development, human resources, facilities management, and contract administration.
- Revamped the company's hiring process to effectively minimize lost time by having new hires complete onboarding in 3 days.
- Created a four-year financial forecast that was used in multiple grant proposals and seeding opportunities.

*Project Management Intern*

May, 2015-August, 2015

CUE Designs, Arcadia, CA

- Assisted with and coordinated daily business operations including financial management, accounting, human resources, proposal development, and event preparation.

*Treasurer*

March, 2014-May, 2016

Zeta Phi Rho Fraternity Inc., Los Angeles, CA

- Monitored the financial status of the account and conducted biweekly expense reports that were sent to DC.
- Developed budgets upwards of \$1,500 for events while minimizing expenses, recovered \$400 yearly.

## EDUCATION

Bloc Inc.

April, 2017-Present

Web Developer Track

Loyola Marymount University, Los Angeles, CA

May 2016

Bachelor of Business Administration, Finance