

# Matthew Woo

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## Professional Experience

### *United States Army Reserve*

Enlisted Soldier

January 2019 – January 2025

Implemented tactics, procedures, and techniques for the defense system

Performed as a fire team member during situational training exercises and infantry-dismounted battle drills

Coordinated with unit leadership and direct superiors for taskings and managed subordinates to execute

### *National Assembly of the Republic of Korea*

Legislative Assistant Internship

June 2022 – August 2022

Provided administrative and research support to Kim Mi Ae, a member of the congress on her parliamentary activities including bills, committee meetings, hearings, civil complaints related to central ministries, budget settlements, and public debates

Organized over 50 legislative proposals from the congress member over 2 years and recorded summaries of each proposal up-to-date utilizing Microsoft Office

Assisted in drafting and editing speeches including a press release on securing and supporting the implementation of child support expenses

## Education

*University of California, Los Angeles*, B.A. Statistics and Data Science

September 2020 – Present

Relevant Coursework: Applied Statistics, Mathematical Statistics, Multivariable Calculus, Linear Algebra, Real Analysis, Data Science, Statistical Science, Data Collection, Sampling Methods, Statistical Modelling, Algorithms

## Leadership & Accomplishments

### *United Korean Voice (UCLA)*

President of the Korean Student Association at UCLA

October 2021 – Present

Led and managed a team of board members on various tasks such as achieving quarterly goals, implementing strategies, overseeing the budget and finances, and coordinating events and activities

Facilitate on-campus recruiting and academic/career support for Korean students at UCLA

Communicated with over 10 directing managers of the major companies to get sponsorships for the events and conduct career fairs for the students

*Army Basic Combat Training*

Squad Leader/Alpha Team Leader

June 2019 – August 2019

Formulated a plan to safely infiltrate the enemy's base and execute armed opponents hidden in the designated combat zone during the field training exercise

Made an objective judgment while encouraging the comrades to engage through the 96 hours of a cumulative training exercise

Provided tactical and technical guidance and professional support to subordinates and superiors in accomplishing their duties

*Volunteer Service Awards*

Head of the Student Volunteer

April 2018 - September 2019

Won the Award among the volunteers in the ministries of the Disabled in Sarang Community Church

Dedicated to serve the disabled members comprised of students with autism and down syndrome

Raised awareness of the social participation of the disabled by showing their rights and resolving social prejudice by carrying out various volunteering activities

## **Skills & Interest**

Languages: English (native), Korean (native), Chinese(intermediate)

Technical: R (intermediate), Microsoft Word (proficient), Microsoft PowerPoint (intermediate), Microsoft Excel (intermediate), MicrosoftOutlook (intermediate), Adobe Illustrator (intermediate), Adobe Premiere Pro (intermediate)

Interests: Investment, Entrepreneurship, Business, Real Estate, DJ