

# SHINWOO EDWARD SOHN

(626) 660-6724 | esohn96@gmail.com

## EDUCATION

---

**Boston University** — *Bachelor of Fine Arts in Graphic Design*

**May 2019**

## PROFESSIONAL WORK EXPERIENCE

---

**SAVV Automotive** — *Administrative Assistant*

**Jun 2021 – Dec 2022**

- Managed front-office operations, ensuring smooth administrative processes and enhancing overall office efficiency.
- Assisted in coordinating corporate events, contributing to improved internal communication and team morale.
- Collaborated cross-functionally with other departments to develop and execute integrated marketing strategies.
- Pioneered a revamped filing system, leading to a 25% increase in operational efficiency.
- Provided excellent customer service, resolving issues promptly and ensuring customer satisfaction, leading to a 30% reduction in customer complaints.

**EXP Barcadia** — *Bartender/Server*

**Jan 2021 – Jun 2021**

- Provided high-quality service to patrons, resulting in increased repeat business and positive reviews.
- Managed inventory of bar supplies, significantly reducing waste and optimizing costs.
- Organized and executed promotional events to increase venue visibility and patronage.
- Facilitated team training sessions, enhancing team skills and knowledge in customer service and mixology.
- Deftly handled multiple customer requests during high-volume periods, ensuring prompt and professional service.

## ADDITIONAL SKILLS

---

- Strong proficiency in Adobe Creative Suite (Illustrator, InDesign, Photoshop)
- Exceptional attention to detail and project management skills
- Adept at multi-tasking and maintaining high levels of organization
- Excellent communication and collaboration skills
- Ability to work under pressure and meet tight deadlines