

Hyuntae Jung

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EDUCATION

University of California, Riverside —Riverside, CA
Bachelor of Science in *Computational Mathematics*

September 2017 – June 2021

INTERNSHIP EXPERIENCE

Intern

October 2018 – December 2018

Human Resources *Talent Acquisition and Diversity Outreach* —University of California, Riverside

- Reviewed resumes and inputted the data into excel and word
 - Designed the job flyers, attended meetings and collaborated with others while demonstrating professionalism
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WORK EXPERIENCE

Co-Owner

October 2020 – Present

Jjin Jjajannng —Buena Park, CA

- Created and designed the restaurant's website, menu, logo, business card, and much more
- Managing marketing, including Yelp for Business, Google Business and other social media pages
- Planned and galvanized a new business from license, permits, contracts, and finances

Cashier

January 2017 – July 2020

Yuchun —Buena Park, CA

- Created and designed the restaurant's website, banners, promotion posters, and social media pages.
- Efficiently learned to manage time and work habits with coworkers
- Managed restaurant's detailed finances and end reports
- Effectively communicated with non-English speakers via their preferred language

Waiter

July 2019 – October 2019

Saemaeul Restaurant—Buena Park, CA

- Delivered effective and fast service with enthusiasm and organized duties
 - Provided excellent customer service and managed relations with manager and customers
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ACTIVITIES

Founder, DigitalAge©

July 2020 – November 2020

Korean-fashion online store, Los Angeles, CA

Developer, UnivPlan (v.2.1)

December 2019 – Present

University Course Planner, Buena Park, CA

Participant, Career Readiness Program, Career Center

September 2018 – December 2018

The Butterfly Project, University of California, Riverside

SKILLS

- Proficient in *C++* and *Swift* programming
- Proficient in Microsoft Word, PowerPoint, Excel, and Access
- Proficient in *JavaScript*, *HTML*, *CSS* programming
- Developed multiple personal projects through Adobe Photoshop, Illustrator, and InDesign
- Language: Fluent in English and Korean
- Certified in First Aid/CPR/AED and Food Handlers