

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.
 - Designed the job flyers, attended meetings, job fairs, and career workshops.
 - Collaborated on projects with others while demonstrating professionalism.
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WORK EXPERIENCE

Post Funder

August 2021 – Present

National Mortgage Services Inc. —Brea, CA

- Organize all loan files and locked files to sell to investors.
 - Create closing packages, checking, and building a feasible file with strict guidelines.
 - Resolve suspense conditions given by investors to be purchased through their portal.
 - Collaborate with colleagues on unique files and constantly improving to learn efficiently.
 - Utilize Fannie Mae and Freddie Mac to create a UCD and our site NPress to generate and organize documents and communicate by updating the pipeline.
 - Reviewing TRID, checking for Tolerance, and making any necessary actions such as COC.
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Manager

October 2020 – July 2021

Jjin Jjajang —Buena Park, CA

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

HTML Developer, digitalagestore.com, jjinjjajang.com, etc
Website, Buena Park, CA

September 2020 – Present

App Developer, UnivPlan (v.2.1), RGBudget (in development)
App Store, Buena Park, CA

December 2019 – Present

Participant, Career Readiness Program, Career Center
The Butterfly Project, University of California, Riverside

September 2018 – December 2018

SKILLS

- Proficient in *C++* and *Swift* programming
- Proficient in Microsoft Word, PowerPoint, Excel, and Access
- Proficient in *HTML*, *CSS*, *Git*, and *MATLAB*
- Developed multiple projects through Adobe Photoshop, Illustrator, InDesign, and Acrobat
- Language: Fluent in English and Korean