

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

Manager

January 2017 – July 2020

Yuchun —Buena Park, CA

- Created and designed the restaurant's website, banners, promotion posters, and social media pages.
 - Managed restaurant's detailed finances and end reports
 - Effectively communicated with non-English speakers via their preferred language
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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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Service

May 2018 – September 2018

Sul and Beans —Buena Park, CA

- Efficiently learned to manage time and work habits with coworkers
 - Learned culinary skills and proper food handling
 - Adapted quickly to the new fast paced environment
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ACTIVITIES

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

September 2018 – December 2018

SKILLS

- Proficient in C++ programing and *Swift*, published *UNIVPLAN* on the AppStore
- Proficient in Microsoft Word, PowerPoint, Excel, and Access
- Proficient in *JavaScript*, *HTML*, *CSS* programming; published <https://digitalagestore.com>
- Developed/developing multiple personal projects through Adobe Photoshop, Illustrator, and InDesign
- Language: Fluent in English and Korean
- Certified in First Aid/CPR/AED and Food Handlers