

# YURIM MAENG

Los Angeles, CA

◆ (812) 361-0372 ◆ [ymaeng94@gmail.com](mailto:ymaeng94@gmail.com)  
[www.linkedin.com/in/yurim-maeng](http://www.linkedin.com/in/yurim-maeng)

**TRANSLATION WORK ◆ FINANCIAL ANALYSIS ◆ CUSTOMER/CLIENT SERVICE**  
*Due Diligence ◆ Team Collaboration ◆ Work Ethic*

A dynamic, motivated, bilingual professional with the educational background and proven work ethic to handle due diligence, fraud analysis, and translation work between English and Korean. Known for delivering excellent customer service in fast-paced environments, with the skillset to assess complex information and provide superb recommendations to senior management. Out-of-the-box thinker who is comfortable working in teams or independently to ensure solutions exceed goals. Exceptional academic qualifications, including a Bachelor of Science in Public Affairs from Indiana University.

## CORE COMPETENCIES

- |                                    |                                |                       |
|------------------------------------|--------------------------------|-----------------------|
| ▪ Client/Customer Service          | ▪ Translation (English/Korean) | ▪ Fraud Analysis      |
| ▪ Relationship Building            | ▪ Due Diligence                | ▪ Team Collaboration  |
| ▪ Administrative Support           | ▪ Data Analysis                | ▪ Financial Reporting |
| ▪ Know Your Customer (KYC) Process | ▪ Leadership                   | ▪ Communication       |

## EDUCATION

**Indiana University, Bloomington, IN: 2018** – *Bachelor of Science in Public Affairs (Public Financial Management & Business Foundation Certificate Program) (GPA: 3.51)*

- **Awards/Honors:** Tau Sigma National Honor Society / Hudson & Holland Scholars Program / Phi Sigma Theta National Honor Society, Dean's List
- **Clubs/Activities:** SPEA Public Finance Association – Vice President / Undergraduate Finance Club (UFC) – Member

**California State University San Marcos: 2015** – *Bachelor of Science (Candidate) – Finance (GPA: 3.50)*

- **Awards/Honors:** The National Society of Collegiate Scholars, Dean's List

## PROFESSIONAL EXPERIENCE

**KFS International Trade Corporation, LTD ◆ Changwon, South Korea ◆ 2017**  
**Intern**

- Translated 3 order request emails to three companies in Spain, Germany, and Thailand to provide efficient communication while operating under strict deadlines and heavy workloads.
- Developed custom-tailored process manuals to provide consistent onboarding training for two new employee.
- Constructed the timing master schedule using best practices to always deliver products by target dates.
- Organized complex business trip in Uzbekistan by booking hotel, managing business trip's costs and accounts receivable.

**KREASSIVE Amazon Doctor INC ◆ Torrance, CA ◆ 2018**  
**Marketing Operator**

- Analyzed the result of Amazon sponsored Ad by increasing or decreasing daily budget in seconds and reported to customers how the sponsored ad impacts on sale of their products every month.
- Executed increase from 300 to 500 samples of promotion item to expand item introduction; resulted in doubled sales increase.
- Analyzed historical sales data; utilized Vlookup and Pivot table to build prediction model for future sales prospects.

**JAMES WORLDWIDE Logistic INC ◆ Cerritos, CA ◆ 2019**  
**Logistic Operator**

- Coordinated continuous cargo flows for over 20 commercial customers in the U.S., Vietnam, S. Korea, Taiwan, and Indonesia.
- Advised whether shipper or consignee be responsible for freight charges based on incoterm; DDP, DDU, FOB, CFR, CIF, and EXW.
- Reported custom broker with shipping documents to release customs hold and pay import duty.

## ADDITIONAL CREDENTIALS

### TECHNICAL SKILLS

Microsoft (Access, Excel, PowerPoint, and SQL), Coding (Javascript, HTML5)

### LANGUAGES

English, Korean

### VOLUNTEERING EXPERIENCE

Assistant Librarian, Library Club / Classroom Custodian, Positive Classroom Environment Club

### INTERESTS

Guitar, Golf, Tennis, Swimming, Korean

**Detailed Professional References Available Upon Request**

