

Jin Chung

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Education

Columbia University , New York, NY B.A., Philosophy, Political Science (Double Major)	May 2027 GPA: 3.91
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Montgomery College , Rockville, MD A.A., Business Management	May 2024
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Experience

MILINOT.CO , Irvine, CA, <i>CEO & Start-up Partner</i>	Nov 2021–Aug 2024
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- Co-founded and operated a contemporary menswear start-up.
- Achieved 100% increase in initial investment, reflected in retained earnings within first year of operation.
- Expanded from a single label into a distributor, supplying new designs and imported goods.
- Oversaw procurement and distribution operations, maintaining compliance with import and financial reporting regulations.
- Ran pop-up markets nationwide, reliably achieving sales revenue between \$5-10k per market.

Saunders Construction, Inc. , Costa Mesa, CA, <i>Assistant Project Coordinator</i>	
<ul style="list-style-type: none">• Remotely collaborated with the Contracts & Project Coordinator on various management duties related to seismic retrofitting projects on commercial, industrial buildings.• Reported directly to Operations VP, liaising between on-site personnel and corporate headquarters.• Created and executed new subcontracts, purchase orders, change orders, project closeouts, local permits, project-to-software matriculation.	Aug 2020–Aug 2022

Providence Mortgage , Bethesda, MD, <i>Mortgage Loan Officer (Licensed MLO), Processor</i>	Aug 2020–Aug 2022
<ul style="list-style-type: none">• Conducted assessments of loan applications, ensuring compliance with lending regulations.• Evaluated clients' financial profiles and provided tailored counseling to meet diverse loan needs, e.g., conventional, FHA, USDA, non-traditional mortgage products from the wholesale market.• Reviewed and verified loan documentation, including credit reports, income statements, and appraisals, to mitigate risk and ensure accurate underwriting.• Designed and executed targeted monthly marketing campaigns via CRM platforms, including newsletters and event promotions, to strengthen client relationships and attract new leads.• Partnered with local realtors to host open houses, leveraging collaborations to drive loan production and expand market reach.• Maintained up-to-date knowledge of industry trends, regulatory changes, and compliance standards to safeguard against financial and reputational risks.• Began role as a part-time loan processor, later promoted & sponsored to licensed mortgage loan originator role full-time.	

Chesapeake Siding Contractors, Inc. , Elkridge, MD, <i>Assistant Project Manager, Laborer</i>	May 2019–Aug 2020
<ul style="list-style-type: none">• Managed \$300k - \$1M subcontracts in DC, MD, VA, focusing on multifamily & retail new construction.• Oversaw on-site operations and quality control, ensuring installations' compliance to manufacturer's warranty standards.• Issued change orders, purchase orders, inventory shipping coordination, subcontracts.• Communicated between general contractor and multiple levels of subcontractors.• Projects managed or involved include Peninsula 88 (Washington, DC, GC: Donahoe), Wheelhouse Apartments (Baltimore, MD, GC: Kinsley), 141 W St Apartments (Annapolis, MD, GC: Bozzuto).• Began role as a general laborer, later promoted to Assistant Project Manager	

National Institutes of Standards and Technology (NIST) , Gaithersburg, MD, <i>Business Technology Intern</i>	Feb 2018–Jan 2019
<ul style="list-style-type: none">• Collaborated with the software engineering team at the Material Measurement Lab to develop Python-based internal web application that improved managing employee travel data, e.g., scheduling, per diems, etc.• Majorly contributed to the first draft of employee user manual, providing technical writing as well as user experience feedback directly to program supervisor.• Began role as undergraduate intern, later promoted to contractor at the expiration of internship.	

Awards, Accomplishments, Activities

Columbia University , New York, NY
<ul style="list-style-type: none">• Dean's List, John Jay Society, Undergraduate Committee on Global Thought (UCGT), New York Small Claims Advisory Service (NYSCAS).

Montgomery College , Rockville, MD
<ul style="list-style-type: none">• Phi Theta Kappa, Southern Management Leadership Program (Scholarship), Jack Kay Endowed Scholarship, Dr. Harry Harden, Jr. Memorial Endowed Scholarship, Student Representative to Montgomery County Council.

Skills & Interests

<ul style="list-style-type: none">• Applications & Software: MS Office Suite, EagleView, Yardi, Xactimate, Mailchimp, Canva, Square.• Languages: Native fluency in both English and Korean.• Interests: corporate strategy, management, commercial/industrial real estate, construction/development, healthcare administration.
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