

Jin Chung

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Education

Columbia University, New York, NY
B.A., Philosophy, Political Science (Double Major)

May 2027
GPA: 3.91

Montgomery College, Rockville, MD
A.A., Business Management

May 2024

Experience

MILINOT.CO, Irvine, CA, *CEO & Start-up Partner*

Nov 2021–Aug 2024

- 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, *Assistant Project Coordinator*

- 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.

Providence Mortgage., Bethesda, MD, *Mortgage Loan Officer (Licensed MLO), Processor*

Aug 2020–Aug 2022

- 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, *Assistant Project Manager, Laborer*

May 2019–Aug 2020

- 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, *Business Technology Intern*

Feb 2018–Jan 2019

- 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

- Dean's List, John Jay Society, Undergraduate Committee on Global Thought (UCGT), New York Small Claims Advisory Service (NYSCAS).

Montgomery College, Rockville, MD

- 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

- **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.