Austin Jun

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2716 Camino Segura, Pleasanton, California, 94566

**EDUCATION**

Las Positas College, Livermore, CA, 2006-2008

Tentative Major(s): International Business

*Coursework*: Economics, Political Science, European History, Korean Language, Mathematics

Sungkyunkwan University, Seoul, South Korea, 2006-2007

Tentative Major(s): International Business

*Coursework:* International Politics, Business in East Asia

San Francisco State University, San Francisco, CA, 2008-2010

Tentative Major(s): International Business

**WORK EXPERIENCE**

Discovery Toys Inc. June – August, 2004

**Intern, Data Enterer**  Livermore, CA

• Researched data for Analysts’ Market and Client Reports

• Created a Library System for the organization of all office documents

• Assisted persons in the office, including cross-checking documents, inputting data and creating spreadsheets

• Assisted Receptionist and Office Manager at front desk: answered phone calls, directed incoming correspondence, managed President’s schedule and phone calls

CALIFORNIA MORTGAGE & REALTY June – August, 2005 and 2007

**Intern, Data Enterer, Assistant to Senior Vice President** San Francisco, CA

• Created Microsoft Access databases and Microsoft Visio flowcharts & diagrams

• Reviewed and proofread Contract drafts

• Assisted in Accounting Department, including filing, bank reconciliations and data entry

• Performed various clerical tasks, including typing, organizing files, etc.

Hayward Unified School District June – August, 2006

**Student Teacher, Assistant**  San Francisco, CA

*•*  Helped organize class material and lessons for K-6 Grade.

*•* Prepared a wide variety of activities and field trips.

Teach And Learn in Korea (TaLK) February – August, 2009

**Afterschool English Teacher** Ulsan, South Korea

*•* Taught English in an afterschool program at elementary school.

*•* Formalized ground setting for how English will be taught as a basis for their education.

*•* Spokesman for school’s secondary language program.

C2 Hagwon August – February, 2010

**Research and Development, Substitute Teacher** Seoul, South Korea

*•* Prepared lesson plans and developed innovative workload for K-12.

*•* Initially started substituting for sick teachers, excelled so well that classes were offered for me to teach.

*•* Ran various projects / errands for Chairman (ie: Finding new distributors for materials, attending business meetings, etc)