

Joy Kaiura

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Education

University of Washington, Seattle, WA
Michael G. Foster School of Business
Bachelor of Arts in Business Administration, Marketing
Class of 2011 (Date Attended: Sept 2008 – June 2011)

Yonsei University
Korean Language Institute
50 Yonsei-ro, Seodaemun-gu, Seoul 120-749, Korea
Date Attended: March 2012 - June 2012

- University of Washington Study Abroad Program in South Korea (Summer 2009) with focus on Korean culture and health & immigration

Accomplishments

- Punahou School: National Honor Society March 2007 – June 2008
- Punahou School: Dean's List (Graduated w/ Honors)
- University of Washington: Dean's List

Work Experience

Kolea Media Group: Radio Korea Hawaii June 2011 – Nov 2011
615 Piikoi Street Suite 501, Honolulu, HI 96814
Marketing Coordinator

- Responsible for contacting and working with advertisement clients and designers for Hana Hou Korean edition (Hawaiian Airlines in-flight magazine)
- Assisted operations manager in providing administrative assistance (i.e. handling phone calls, mailing invoices, responding to e-mails, faxing, maintaining storage room supply inventory)
- Worked with management team to develop marketing plans
- Built and organized excel client list and client list-serv for current and potential Hana Hou Korean edition and Radio Korea Hawaii clients
- Served as liaison between Hana Hou and Radio Korea Hawaii
- Created and designed three media kits
- Maintained and developed Radio Korea Hawaii's social media network pages (i.e. Facebook, Twitter, YouTube)
- Contacted 200+ potential Radio Korea Hawaii and Hana Hou Korean Edition clients

Beauty Touch Hawaii Dec 2011 – March 2012
801 Kaheka Street, Honolulu, HI 96814 December 2010
Sales Associate June 2010 – Sept 2010

- Provided customer service by assisting with purchases, returns, and exchanges
- Balanced cash with sales/inventory
- Recorded and tracked sales and inventory

The Center for Korean Studies at the University of Hawai'i at Manoa May 2008 – Aug 2008
1881 East-West Road, Honolulu, HI 96822 June 2009 – Aug 2009
Student Assistant

- Provided conference services support for colloquium series by international guest speakers
- Assisted in the processing of proposals for research funding
- Organized list-serv to solicit donations for the Center for Korean Studies
- Assisted with processing cash reimbursements for Korean Studies related activities to program staff

KBFD-TV June 2009 – Sept 2009
1188 Bishop Street PH1, Honolulu, HI 96813
Master Control Room Intern

- Responsible for handling the master room control schedule
- Aired commercials according to scheduled times and proficient in using video equipment to air the commercials
- Edited scheduling of commercials

Leadership Activities

Korean Student Association

Sept 2010—June 2011

Internal Chair

- Oversee activities and assist officers with duties in internal committees (i.e. Finance, Historian, Membership, Philanthropy, and Culture Night Show)
- Delegate responsibilities to internal committee officers
- Analyze internal committee's organizational structure and implement solutions

Historian

Sept 2009—June 2010

- Organized and updated membership databases
- Record post-event summary reports
- Communicated information and upcoming events to members and responsible for responding to various inquiries to KSA regarding membership, sponsors, events, etc.

Freshman Liaison Officer

Sept 2008 – June 2009

- Coordinated Korean Student Association Freshman Social Event
- Contacted sponsors and suppliers for social and fundraising events
- Planned advertising for several events including KSA/KSU Food Market and Culture Night
- Fundraised through various venues including various social and cultural events

Alpha Kappa Psi Professional Business Fraternity

April 2009 – June 2011

Philanthropy Committee

- Assisted in raising over 250+ food items of donations for Northwest Harvest in the spring of 2009
- Regularly tutored elementary students at Greenlake Elementary School
- Organized philanthropy event at Ronald McDonald House

Punahou Carnival

Feb 2006 – Feb 2007

Specialties Division Head

- Participated in effort that raised \$2 million in revenue
- Directed duties and responsibilities to a committee of 40+ student and parent chairs
- Actively participated in performance of 8 booths to ensure success of division

Skills

- Reading/Writing/Speaking: Limited Korean and Japanese
- Technological aptitude in Mac and PC computers
- Proficient in typing 60-70 wpm
- Proficiency in Microsoft Programs: Word, Excel, Powerpoint, Outlook, and able to use Microsoft Access
- Proficiency in Photoshop programs: Paint Shop Pro
- Basic understanding of web design and HTML
- Able to use a scanner, copy machine, and fax machine