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| **Helen (Hyang Un) Smith**406 Cameron Bridge Way. Alpharetta, GA 30022, hyangun@gmail.com, (478)-213-5080**OBJECTIVE:**  A challenging position in a corporate setting that will benefit from my  initiative, capabilities, and positive work ethic, offering the opportunity for higher levels of  advancement and increase productivity and profitability.  |
| **EDUCATION**: Bachelor of Arts in International Affairs, December 2008  The University of Georgia**,** Athens, GA  Hope Scholarship Recipient, Korean Honor Scholarship Recipient |
| **EXPERIENCE HIGHLIGHTS:**  | * Efficient problem-solving and decision-making skills
* Highly organized and detail-oriented
* Excellent interpersonal skills and effective communicator
* Ability to work independently and closely with others in a team setting
* Strong verbal and written communication skills in Korean and English
 | * Self-motivated and punctual with meeting deadlines
* Proficient with MS office and other applications
* Ability to multi-task in high-pressure, fast paced environment
* People oriented with a professional, courteous, customer-focused attitude
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| **WORK EXPERIENCE:** | **Product Management Assistant,** LG Electronics Mobile Communications, Alpharetta, GA, March 2009-Present* Act as a liaison between LG Electronics and the customer
* Create and update statistical data, spreadsheets, reports, and charts to identify product availability, sales order demands, and product allocation to meet customer demands
* Coordinate with related departments for quality or supply issues
* Assist from the launch of a new product to sales to EOL (End of Life) of a product
* Update, organize, allocate and manage budgets for MDF (Marketing Development Funds)
* Assist in reverse logistics and order fulfillment performance including on-time delivery
* Efficiently communicated in writing and orally in Korean
* Maximize revenue through purchase orders and inventory coordination

**Server and Hostess,** Utage Athens Sushi Bar**,** Athens, GA, October 2006-2007* Highly motivated and worked efficiently to increase sales
* Demonstrated ability to work within team settings
* Ability to think quickly in any given situation to minimize customer dissatisfactions and helped manage unexpected situations
* Highly trusted by employers when maintaining honest and accurate balances and deposits

**Server/Hostess/Cashier,** Ichiban Japanese Steak House, Warner Robins, GA, Summer 2004-2005* Exemplified excellent customer service skills with courteous, professional, and personalized service
* Maintained accurate financial transactions totaling over $2500 daily
* Consistently exceeded company and personal sales goal and gratuity
* Demonstrated responsibility and dedication by punctual arrival to work and staying late to successfully complete all given tasks

**Administrative Assistant,**  Macon Korean SAT School, Macon, GA, Summer 2003* Worked closely with the Korean community to raise awareness and enrollment
* Created and maintained a daily, weekly, and monthly schedule for organizational and planning purposes
* Performed closely with others in team-oriented settings and collaborated with other teachers to increase productivity and efficiency
* Communicated efficiently in Korean and English with students, parents, and teachers**.**
* Accommodated teachers and students through effective scheduling and organization

**Community Service: Red Cross Administrative Duties,** JAG Office, Warner Robbins AFB, GA, May 2002- August 2002* Increased the organization’s efficiency by organizing case files and by keeping accurate data records
* Served as a liaison between judge advocate generals
* Efficiently transcribed high level security documents and cases
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| **Skills:** | * Exposure to technical and development process of mobile devices
* Intro to Information Systems in Business Computer: concepts and information technology in business including hardware and software concepts, fundamentals of information systems, telecommunications, and business-related software packages
* Software: Microsoft [Access, Excel, Word, PowerPoint], Adobe [Photoshop, Illustrator]
* Language: Fluent in Korean and can accurately relay business information and translations
* Related courses: Management, Accounting, Marketing, Management Information System, Finance
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| **HONORS/****ACTIVITIES:** | * Korean Undergrad Student Association, 2002
* Heart of Georgia Hospice, 2005
 | * Liberty in North Korea, (Link), Treasurer, 2006
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