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|  Jong Yun Back |
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**OBJECTIVE**

To obtain long terms employment with a well established organization where I may fully utilize my skills and abilities.

**EDUCATION**

University of North Carolina at Pembroke [May 2009]

Pembroke, NC

Bachelors of Science in Biotechnology

**Employment History**

Dooballo Footwear, Inc. [July 2011 – October 2012]

Norcross, GA

Operation Manager

* First member of Dooballo Footwear, Inc. Set up all the departments from accounting, sales representatives, order processing, logistics, and warehouse using SAP Business One. Monitor every process in facility. Ensure all completed and ordered sales are accurate. Examine invoices and shipping manifests for UPS labels and Bill of Lading for LTL trucking. Supervise the activities of receiving, storing, and shipping products. Liaising and negotiating with brokers, vendors, suppliers, and customers. Coordinate all marketing activities, such as contract with outside vendors, designers, printers, to make catalog, flyers, coupons, and letters to customers every season.

Max Trading, Inc. [November 2010 – June 2011]

Norcross, GA

LTL Manager

* Organized and managed all trucking orders. Ensure all the orders are correct and confirmed with customers. Generate invoice using Office Master System (OMS). Create bill of lading for all trucking orders, and track all shipments until consignee receives the shipments.

Sam’s Cleaners [August 2000 – Novermber 2010]

Matthews, NC

Business Manager

* Organized and managed customer’s database, recording all sales and cash flow. Developed and maintained great relationships with customers using efficient marketing tools (post cards, massive e-mail systems, flyers, etc.).

Sung’s Convenient Store [August 2004 – January 2005]

Matthews, NC

Business Manager

* Managing and operating the business. Managed inventory control, and held responsibility of recording the total cash flows of the business at the end of each day.

**teaching experience**

Korean First Presbyterian Church of Charlotte [May 2000 – May 2002]

Charlotte, NC

Sunday School Bible Teacher, VBS Teacher - Elementary Level

**Research experience**

Plasmid Recombination and E.coli Transformation [August 2008 – December 2008]

University of North Carolina at Pembroke – Pembroke, NC

Dr. Maria Pereira

Fermentation of 1-butanol by clostridia acetobutylicum [January 2009 – May 2009]

University of North Carolina at Pembroke – Pembroke, NC

Dr. Sivanadane Mandjiny

Chemistry of beer fermentation [January 2009 – May 2009]

University of North Carolina at Pembroke – Pembroke, NC

Dr. Sivanadane Mandjiny

**awards, honors, and certificates**

The National Scholastic Art Awards, Awarded Silver Key – Charlotte, NC [January 2003]

University of North Carolina at Pembroke Academic Honors List – Pembroke, NC [Spring 2007, Spring 2008, Spring 2009]

American Red Cross CPR/AED Adult Certificate – Charlotte, NC [May 2009]

American Red Cross Standard First Aid Certificate – Charlotte, NC [May 2009]

**computer and language**

Proficient with SAP Business One, Office Master System (OMS) and ERP systems.

Proficient with UPS World Ship, and Creating Bill of Lading for LTL trucking.

Microsoft Office Word, Excel, Power Point, and Basic Microsoft Windows.

Bilingual in English, and Korean – Fluent in both languages. Able to read, write, and communicate.