

JENNIFER HAN

*Incheon, Yeonsu-gu Central-ro 232 103-1001, 406-840, South Korea*

*F-4Visa American*

**EDUCATION AND TRAINING**

MBA, Masters in Business Administration, Pepperdine University

TESOL Certification, iTTT Certification Program

2013, PMP Project Management Professional Certification) in progress

2006, BA, Hotel/Tourism Management, Cal Poly

2001, Immaculate Heart High School, Los Angeles, CA

LANGUAGES

English

Korean

Spanish

**ACADEMIA EXPERIENCE**

Present: Business Communication English Instructor for Samsung Engineering, South Korea

2008-Present: College Coaching. Each summer and fall, I have taken on a couple students on a

freelance basis as a college counselor/ college application writer (helped prepare and produce

professional quality essays, resumes, portfolios, reference letters and interview answers)

Prior Students have been admitted to :

UC Schools

Penn State Schools

SUNY Schools

NYU

USC

Arizona State University

Claremont Colleges

Loyola Marymount University

Pepperdine

Duke

Boston University

Rice

University Nevada Las Vegas

Whittier College

Chicago Urbana Champagne

2007-2008: Curriculum development/ R&D, Dr.Yang Education Institute Los Angeles

2006-2008: Branch Manager, Dr.Yang Education Institute La Crescenta California

2005-2006: SAT teacher, Dr.Yang Education Institute Fullerton California

2001-2005: Private tutored several students while attending college

**OTHER WORK EXPERIENCE**

2008-2014 AERO PORT SERVICES, INC.

Established in 1991, a company with a portfolio of airport ground handling services. Company

handles over 55 international and domestic airlines, employing over 600 workers at Los Angeles

International Airport.

*PROJECT MANAGER*

Primary responsibilities included efficient and effective analysis, research and

methodology development that leads to appropriate findings and conclusions of

consulting engagements and a broad range of tasks and phases of consulting assignments.

Job Functions:

● New Project Startup

● Writing Proposals

● Make Presentations

● Attend Seminars

● Responding to RFPs

● Contract Management

● Liaise with Clients

● Vendors and Service Partners

● Copyright and Editing

● Procurement and Purchasing

● Auditing HR Functions

● Benefits Coordinating

*COMPANY TRAINING MANAGER*

Created training material, presentation slides and videos for:

● New employee orientation

● Human Resources Manual

● Annual manager seminar:

● Safety and Osha training

● Workplace safety precautions

● Software Manual

● Employee handbook

● Collective Bargaining Agreement

In charge of accepting and handling J1 visa interns. (These interns were offered cultural and

educational exchange opportunities in the United States and worked at our company to receive

airport work experience.) Topics covered in J1 training:

● Business conversation

● Professional workplace etiquette

● How to communicate effectively with peers and superiors

● American standards and cultural differences in the professional workplace

● Professional emails and official memorandums

● Presentation skills and effective communication

● Human resource laws and company rules

**KEY COMPETENCIES**

● Project Management

● Planning and Scheduling

● Strategizing

● Application of management principles

● Contract Compliance

● Editing & Translating

● Risk Management

● Team Leadership

● Negotiation and Disputes

● Managing Multiple Vendors/Accounts

● Client Management

● Proposal Writing

REFERENCES

www.linkedin.com/pub/jennifer-lee-mba/3b/380/937/

Member of Kiwanis International Foundation