

HAPPY KIM

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EDUCATION

University of California, Santa Barbara

August 2023

Bachelor of Arts in Communication

Major GPA: 3.4/4.0

Dean's List: Spring 2022

Seattle Central College

June 2020

Associate of Arts in Business Administration

Cumulative GPA: 3.65/4.0

Dean's List: Every quarter for 2 years from 2019 to 2021

WORK EXPERIENCE

Sales Associate, ABC International America, Cypress, CA

August 2023 – Present

- Coordinate and manage accounts, sales operations and marketing plans
- Managed five key clients on the West Coast, fostering relationships and discussing additional order plans and future business strategies to understand and address their specific needs.
- Ensured efficient shipment of products from South Korea to LA Port for clients, verifying proper loading and continuously monitoring and delivering additional shipping documents (BL, CI, Packing List, etc.).
- Analyzed meticulous financial data, calculating our company's operating profit by integrating various cost elements such as freight, customs clearance, AD, CVD, and port fees, while also managing sales data accurately in SAP

HR Coordinator Intern XYZ, Inc. Anaheim, CA

August 2021 – January 2022

- Assigned and updated compliance trainings for employees
- Onboarded new hired employees
- Sourced and phone screened over 750 candidates

Operation and General Affair Intern HHH global Inc. Seoul, Korea

October 2020 – June 2022

- Maintained the whole-flow credit system.
- Required to produce daily, weekly, and monthly reports and statistics on the level of parts/raw materials in the organization.
- Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys

VOLUNTEER

Tutoring

June 2023 – August 2023

- Middle and Elementary School Kids as a highschooler, tutor, tutoring elementary and middle school kids at K-8 School in Irvine, CA

ADDITIONAL SKILLS

Korean(Native), Microsoft Office (Excel, Word, PowerPoint), SAP, R, Google Analytics, Econometric, Stata, Market Research