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|  Jong Yun Back.jpg Jong Yun Back |
|  | Eunpyeong-gu, Tongil-ro, 827, Maestro 714-ho, Seoul, Korea |

**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

Honor’s list

**Employment History**

S-DALE, Inc. [April 2014 – Septemer 2015]

Mapo, Seoul

General Manager

* S-Dale is a company suppling Lotte Mart, Lotte Vic Market, and Lotte Super.

Develop business opportunities by sourcing product availability and pricing from North and South America, Europe and Asia to import into Korea. Coordinate all the shipments (sea and air freight) coming in from other countries as well as the documents needed to go through Korean customs. Maintain liaison with all companies involved in each deal and resolve any concerns or problems. Managed inventories and keep track of shipments going into Lotte.

WannaBe Readers English Institute [March 2013 – March 2014]

Nowon, Seoul

Teacher

* Taught English from kindergarten to middle school students. Augmented student learning through one-on-one instruction for non English speaking students. Motivated students to take charge of their own learning and set their own goals. Documented progress, enhancing student improvement in both understanding and performance. Maintained effective behavioral management within the classroom by incorporating motivational activities and positive reinforcement strategies.

Dooballo Footwear, Inc. [November 2010 – October 2012]

Norcross, GA

Operations Manager

* One of the founding members 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. Assured quality by approving all sales orders for accuracy and completeness. Examine invoices and shipping manifests for UPS labels and Bill of Lading for LTL trucking. Supervise the activities of receiving, storing, and shipping products. Liaise and negotiate 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 seasonally.

**volunteered teaching experience**

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

Charlotte, NC

Sunday School Bible Teacher, VBS Teacher - Elementary Level

**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 in SAP Business One, Office Master System (OMS)

Proficient in UPS World Ship

Microsoft Office Word, Excel, Power Point

Bilingual in English, and Korean