

CURRICULUM VITAE

AMI CHEN

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JOB EXPERIENCE:

Learning Materials and Program Center (LMP Center)

<http://www.lmpcenter.com>

Seoul, Korea

March, 2009-May, 2011

Senior Librarian and Teacher/ Teacher Trainer

Senior Librarian and teacher for a children's English language library. Taught reading and writing to students from age 7-18. Managed an English library collection of nearly 10,000 acquisitions. Developed educational offline content and curriculum. Cooperated with Korean staff for opening other library branches and training new librarians/teachers.

THK America Inc.

<http://www.thk.com/>

Irvine, California, USA.

May, 2007-February, 2008

Inside Sales

Handled inside sales support for a precision linear motion guide company. Was in charge of daily customer services as well as inter-office communications between parent company and factories.

Jupitor Corporation

<http://www.jupitor.co.jp/index.html>

Irvine, California, USA

May, 2005- June, 2006

Expeditor

Expedited the productivity of our vendors. Was in charge of daily customer services as well as inter-office communications between Japan and USA offices. Coordinated shipping and receiving invoices.

Independent Contractor

Seoul, Korea

January, 2005- March 2005

English Instructor

Taught English conversational skills to an adult student by discussing different topics that the student was interested in.

DigiCrypto, Inc.

Irvine, California, USA

February, 2002- August, 2004

Office Assistant & Presales

Managed document organization and data entry in a computer software company.
Processed presales, purchase orders and follow up action of the encoding software.

April Tea, Inc.

Irvine, California, USA

April, 2004- August, 2004

Office Assistant

Conducted basic office work and data entry. Did payroll accounting.

Tomikawa Sushi Bar and Grill

Irvine, California, USA

October, 2003- August, 2004

Hostess/Cashier

Greeted customers and seated them properly. Took orders or fulfill customers' need when waiters/waitresses were busy.

Chia Hsin Corporation

<http://www.chcgroup.com.tw/index-en.html>

Taipei, Taiwan

Summer, 2003

Office Assistant

Basic office work and data entry for Chia Hsin Corporation's sub-business, a credit card processing service. Collected feedbacks from the credit card machine users.

Jing-Mai Children's School of English

Taipei, Taiwan

Summer, 2003

Teacher's Assistant

Prepared course materials and led class activities as well as taught regular classes

EDUCATION:

University of California, Irvine

Irvine, California, USA

B.S., 2004

Major: Environmental Analysis and Design

JOB-RELATED HONORS, AWARDS, MEMBERSHIPS, ETC.

Orange County Coast Keeper

<http://www.coastkeeper.org/>

Newport Beach, California, USA

Summer, 2004

Internship

Completed water quality testing and data entry. Also completed research on Kelp Saving Project

Yonsei University

Korean Language Institute

Seoul, South Korea

August, 2004-March, 2005

Level 3 Completion

Completed and passed third level of six level course

Sendagaya Japanese Institute

Insert City, Japan

July, 2006-March, 2007

Level 4 Completion

Completed and passed fourth level of four level conversational course

LANGUAGE PROFICIENCY:

- English, Chinese (Fluent)
- Korean, Japanese (Intermediate)
- French (Beginning)

COMPUTER PROFICIENCY:

- Window XP
- Excel
- PowerPoint
- Outlook.

REFERENCES:

Akito Kanaya

Vice Regional Manager

THK America Inc.

<http://www.thk.com/>

Irvine, California, USA.

WPH: (949) 955-3145

Darren Lee

CEO

DigiCrypto, Inc.

Irvine, California, USA

WPH: (949) 351-6313

Becky Papas

Vice President

Jupiter Corporation U.S.A.

<http://www.jupiter.co.jp/index.html>

Irvine, California, USA

WPH: (949)588-0404

Demetra Gates Choi

Professor (formerly Center Chief of LMP Center)

Catholic University

<http://www.catholic.ac.kr/songsim/index.html>

Bucheon, South Korea

WPH: (02) 2164-4457