

Hokyum Kim
41 Ray Ave, Leonia, NJ 07605
Phone: 201-704-5999
E-mail: Hokyum@Hotmail.com

OBJECTIVE To obtain a responsible position where I can utilize my experience and knowledge to establish a productive employment relationship and advancement in a working environment

EDUCATION **Bachelor of Science in Applied Mathematics and Statistics and minor in Business Management.** *May, 2007*
State University of New York Stony Brook, Stony Brook, NY

RELATED COURSES

Finite Mathematical	Operations Management
Applied Algebra	Principles of Marketing
Survey of Probability	Investment Analysis
Data Analysis	Business Strategy
Theory of Interest	Actuarial Mathematic
Graph Theory	Calculus I – III
Applied Linear Algebra	Financial Accounting

EXPERIENCE

Power Technology, Inc Hackensack, NJ
June/2007 –
- Assistant Manager
- Marketing
- Provide technical support and handle Return Material Authorization
- Inspect new incoming products and evaluate
- Manage and maintain clients as well as potential clients

Pine Communications, Inc Closter, NJ
Jan/2005 – May/2007
- General management and supervise employees
- Assist customers and provide service to customers in a fast paced environment
- Utilized interpersonal and communication skills to resolve customers concerns/issues
- Manage inventories and organize monthly sales using Excel and QuickBooks

PSM Trading Corp Valley Cottage, NY
Sep/2001 – Aug/2003
- Prepare list of inventories for each events
- Recommend products requirement for customers and provide information
- Resolve customers concerns/issues
- Awarded “Employee of the Month” twice

D & D Trading Inc Ridge Field, NJ
May/2003 – Aug/2003
- Manage inventories and organize orders
- Confirm and maintain customers shipment of the products

K & S Shoes Bronx, NY
Jan/2000 – Nov/2002
- General management and supervise employee
- Manage inventories and organize monthly sales
- Assist customers and provide service to customers

SKILLS

OS: Windows 95/98/2000/NT/XP, DOS

Software: Microsoft Word, Excel, PowerPoint, Outlook, Adobe Photoshop, Reader, Illustrator, QuickBooks, Pos program

Technical: Design, Building, Networking, Formatting, repaired and troubleshot computer related problems

Language Skills: Fluent in English and Korean

ACTIVITIES

Member of Dung Duk Kung Yee (DDKY)
Member of Korean Christian Fellowship (KCF)