

Jay Park  
US Phone Number: (408) 644-8072  
Email: jaypark722@gmail.com

Dear Sir/Madam:

I am seeking a position as an English Teacher. I have gained a lot of experience as a teacher while attending the University of California Santa Cruz. I was an AVID teacher through the EAOP Program ([http://epc.ucsc.edu/site/GEAR\\_UP\\_EAOP/62](http://epc.ucsc.edu/site/GEAR_UP_EAOP/62)). My major was art and I attended the university for four years. I obtained 180 units which is the required amount to graduate, however I still need to complete my Senior Studio Art Gallery. I plan to have this completed in December 2011. I can provide an official sealed transcript upon request.

I am an American citizen and have attended American schools my entire life. I have also attended a DoDDs American school in Daegu, Korea. While attending school there I had the opportunity to conduct private English tutoring lessons.

After graduating high school I left Korea to attend the University of California Santa Cruz where I pursued my art major. After four years, due to financial circumstances, I was unable to complete my Senior Gallery. I had to look for work. I have worked numerous positions as a Graphic Designer, Production Manager, Project Manager, Information Technology and Product Development. Now that I have saved up enough money to go back to school, I would like to pursue my dream of becoming an art teacher.

Working for your school will be a great stepping stone towards my dream. I hope that my brief description of my qualifications and skills has indicated my genuine desire in joining your school. Thank you for your time and consideration.

Sincerely,

Jay Park

Jay Park  
154 Sunol St  
San Jose, CA 95126  
(408) 644-8072  
jaypark722@gmail.com

## TEACHING EXPERIENCE

06/24/2000 - 08/31/2000

RECREATIONAL/SPORTS TEACHER

40 Hours per week

\$10/hour

Short School In San Rafael, 310 Nova Albion Way San Rafael, California 94903

Jackie Newsom (415) 756-0675

- This was a summer program for elementary school children.
- Primary responsibilities were to create lesson plans for daily physical education classes.
- Monitored 15-20 children per class.
- Responsible for 5-10 children during field trips.

09/01/2000 - 06/20/2000

AVID Student Teacher

30 Hours per week

\$9/hour

Martin Luther King Jr. Middle School, 925 North Sanborn Road Salinas, CA 93905-1308

Through UC Santa Cruz Oakes EAOP Program

Rafael Granados (831) 459-1633

- EAOP is a program for students that are from educationally disadvantaged backgrounds and are the first in their family to go to college.
- Worked with grades 6-8 as an assistant art teacher.
- Created lesson plans for various skills such as: basic drawing, charcoal media and basic watercolor painting.
- Responsible for classroom size of 20-25 students.

09/01/1999 - 06/20/1999

AVID Student Teacher

30 Hours per week

\$9/hour

Watsonville High School 250 East Beach Street, Watsonville, CA 95076

Through UC Santa Cruz Oakes EAOP Program

Rafael Granados (831) 459-1633

- EAOP is a program for students that are from educationally disadvantaged backgrounds and are the first in their family to go to college.
- Worked closely with grades 9-12 on subjects: Math, Social Studies and Science.
- Assisted several students in obtaining their high school diploma.
- Responsible for classroom size of 20-25 students.

## **PROFESSIONAL EXPERIENCE**

12/08/2008 - 02/22/2010

**INFORMATION TECHNOLOGY and PRODUCT DEVELOPMENT**

40-50 Hours per Week, \$40,000 PA

Level Three Solutions, 1090 E William St, San Jose, CA 95116

Paul Martin, (408) 295 6900

Software Debugging & Testing

-Troubleshooting bugs and issues for order entry, accounting & fulfillment software, OMS (Order Management System).

-Worked directly with programmers to fix bugs and resolve technical issues.

-Tested updates and fixes before deploying to a live environment.

- Made daily checks on all software and websites to ensure things were running correctly.

Website Development, Management & Maintenance

- Deployed client Company Store Websites and Gateways. Example: [www.theebayshop.com](http://www.theebayshop.com)

- Updated and uploaded product specifications, pricing and images.

- Revised look and feel of website interface and layout.

- Worked directly with clients to obtain ideal presentation of websites.

Software and Product Development

- Designed website interface for Affiliate Portal. A web based order entry system.

- Developed and enhanced functionality for OMS, Client Company Stores Websites and Gateways.

- Created Standard Order of Procedure for Order Entry Automation.

- Responsible for training Data Processing department on Order Entry Automation.

07/29/2007 - 12/08/2008

**GRAPHIC DESIGN AND PROJECT MANAGEMENT**

40 Hours per Week \$40,000 PA

The Flying Logo Sisters, 399 N 3rd St, Campbell, CA 95008

Daneen Slusser, (650) 315-6527

Tradeshow Coordinating

- Handled vendor and client relations.

- Approved pre production proofs and supervised timely product arrival.

- Handled accounting by processing vendor invoices.

- Calculated profit margins and submitted client invoices directly.

- Managed supply and order fulfillment.

- Inventory and supply included clothing, garments, banners, signs and other various promotional products.

- Monitored shipping and receiving of all products.

Product Mock up and Proposal

- Created product virtuals for client approval.

- Designed presentations for sales department. Presentations were used for RFPs (Request for Proposals).

04/21/2003 - 04/22/2007

**PRODUCTION MANAGEMENT, OPERATIONS SUPERVISOR, SUPPLY MANAGER, INVENTORY MANAGER**

40 Hours per Week \$45,000 PA

Photo USA, 1133 Sonora Ct Sunnyvale, CA, 94086

James Peng, (408) 735-9900

#### Graphic

- Designed layouts, templates and logos for customer imprint orders using Adobe Photoshop
- Audited printing specifications provided by clients electronic file before beginning production
- Created t-shirt designs and templates for Myspace.com, Textamerica, FLICKR, Buzz.net and AOL.com

#### Production

- Created production schedules.
- Worked out the human and material resources.
- Estimated time and cost for each project.
- Set and audited quality standards.
- Monitored the production processes and adjusting schedules as needed.
- Handled interview process and hiring of production team.
- Responsible for all training in the production department.
- Managed daily productivity by setting quantity goals and meeting them.

#### Purchasing

- Directed purchasing operations, supervising procurement of 100% of total company purchases.
- Worked closely with overseas factory in Beijing when purchasing containers.
- Maintained purchase order activities and coordinated shipping arrangements.

#### Inventory and Warehouse

- Maintained minimum stock for all products.
- Analyzed inventory and correct Accounts Payable and Receiving issues.
- Managed unloading of containers and organization of the warehouse.
- Managed monthly manual inventory count.
- Researched inventory discrepancies.
- Organized warehouse and mapped out efficient placement of pallets to minimize space usage.

#### Sales

- Attended tradeshow to obtain sales leads
- Followed up with phone calls from leads database
- Main clients: Zazzle, Cafe Press, QOOP, Kapan Kent

### **SKILLS**

- Immediately appointable within 120 days of the closing date of the announcement.
- Knowledge of a wide range of communications concepts, practices, principles, technologies and standards, e.g., LANs/WANs, TCP/IP networking, voice switching, and other commonly used networking equipment.
- Experience in updating the physical configuration of network hardware and software to meet changing requirements and improve performance including changing network software, system resource allocation, physical device configuration of network components, updating software releases, and loading new network software.
- Knowledge of Supply Procedures and Policies.
- Proficient in communicating orally and in writing.
- High attention to detail.
- Knowledge of hardware and software systems network operations function, communication protocols, and diagnostic tools to recover data, analyze customer problems, and provide assistance.
- Strong customer service skills.
- Efficient administrative skills.

- Expert at multi-tasking.

### **ADDITIONAL SKILLS**

Adobe Illustrator

Adobe InDesign

Adobe Photoshop

Adobe Livecycle

Peach Tree Accounting

Compass Accounting v 6.0.625

Order Master II

Microsoft Office

OMS

Knowledge of small and large format printers, eg. Epson 7600, Epson 1280, HP 5500.

### **EDUCATION**

Attended 4 years at University of California Santa Cruz

Acquired 180 units

Major: Art with emphasis on Graphic Design

20 units of Education Courses

Official Sealed Transcript available upon request