**JUNG-IN SOH**

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*Education* **Master of Public Administration** - Nonprofit Management concentration

Georgia State University, Atlanta, GA

 *Graduation Date*: May 2009 *Grade-Point Average*: 3.8

**Bachelor of Arts in Sociology**

University of Michigan, Ann Arbor, MI

Concentrations in Social Welfare/ Social Services and Economy, Business, and Society

 *Graduation Date*: May 2005 *Grade-Point Average*: 3.7

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*Professional* **Fundraising Intern** 8/2008 – 1/2009

*Experience Starlight Children’s Foundation of Georgia - Atlanta, GA*

Provided administrative support to the Senior Development Director and Development Coordinator by conducting grant research, planning fundraising events, and managing daily office operations. Received Outstanding Intern award from Andrew Young School of Policy Studies for the internship.

**Graduate Research Assistant** 9/2007 – 5/2009

 *Georgia State University - Atlanta, GA*

Provided research assistance for professors. Assisted in survey implementation for a study on the Georgia Department of Transportation. Also assisted in survey implementation, designed program logic models, and contributed to final report by writing contents of the logic model section for a study on the Georgia Governor’s Council on Developmental Disabilities.

**Family Independence Case Manager I**  9/2005 – 8/2006

 *Cobb County Division of Family and Children Services, Marietta, GA*

Interviewed applicants for Medicaid and Food Stamps. Completed cases in a timely manner while correctly applying governmental policy. Provided customer service to clients and provided

referrals to outside resources. Utilized SUCCESS software.

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*Additional* **Server –** *Matador Mexican Cantina -* Atlanta, GA 5/2009 – Present

*Experience* Provide customer service while utilizing interpersonal skills and collaborative teamwork with a multi-ethnic and multilingual staff. Requires strong financial and self-management skills.

**Volunteer** – *Samaritan House of Atlanta* – Atlanta, GA 9/2007 – 12/2007

 Assisted administrative staff maintain fundraising database and distribute donor acknowledgment letters. Waited tables at Café 458, a restaurant and life stabilization program for the homeless.

**Server -** *Sun in My Belly Neighborhood Café - Atlanta, GA* 5/2007 – 8/2008

Provided customer service in a high traffic restaurant. Required strong interpersonal skills and

 collaborative teamwork. Demonstrated strong financial and self-management skills.

**Food Runner -** *Rathbun’s - Atlanta, GA* 1/2007 – 8/2008

Utilized skills in customer service, time management, and interpersonal communication to provide a quality dining experience for restaurant clientele.

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*References* Available upon request