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| **Helen (Hyang Un) Smith**  406 Cameron Bridge Way. Alpharetta, GA 30022, [hyangun@gmail.com](mailto:hyangun@gmail.com), (478)-213-5080  **OBJECTIVE:**  A challenging position in a corporate setting that will benefit from my  initiative, capabilities, and positive work ethic, offering the opportunity for higher levels of  advancement and increase productivity and profitability. | | | |
| **EDUCATION**: Bachelor of Arts in International Affairs, December 2008  The University of Georgia**,** Athens, GA  Hope Scholarship Recipient, Korean Honor Scholarship Recipient | | | |
| **EXPERIENCE HIGHLIGHTS:** | * Efficient problem-solving and decision-making skills * Highly organized and detail-oriented * Excellent interpersonal skills and effective communicator * Ability to work independently and closely with others in a team setting * Strong verbal and written communication skills in Korean and English | | * Self-motivated and punctual with meeting deadlines * Proficient with MS office and other applications * Ability to multi-task in high-pressure, fast paced environment * People oriented with a professional, courteous, customer-focused attitude |
| **WORK EXPERIENCE:** | **Product Management Assistant,** LG Electronics Mobile Communications, Alpharetta, GA, March 2009-Present   * Act as a liaison between LG Electronics and the customer * Create and update statistical data, spreadsheets, reports, and charts to identify product availability, sales order demands, and product allocation to meet customer demands * Coordinate with related departments for quality or supply issues * Assist from the launch of a new product to sales to EOL (End of Life) of a product * Update, organize, allocate and manage budgets for MDF (Marketing Development Funds) * Assist in reverse logistics and order fulfillment performance including on-time delivery * Efficiently communicated in writing and orally in Korean * Maximize revenue through purchase orders and inventory coordination   **Server and Hostess,** Utage Athens Sushi Bar**,** Athens, GA, October 2006-2007   * Highly motivated and worked efficiently to increase sales * Demonstrated ability to work within team settings * Ability to think quickly in any given situation to minimize customer dissatisfactions and helped manage unexpected situations * Highly trusted by employers when maintaining honest and accurate balances and deposits   **Server/Hostess/Cashier,** Ichiban Japanese Steak House, Warner Robins, GA, Summer 2004-2005   * Exemplified excellent customer service skills with courteous, professional, and personalized service * Maintained accurate financial transactions totaling over $2500 daily * Consistently exceeded company and personal sales goal and gratuity * Demonstrated responsibility and dedication by punctual arrival to work and staying late to successfully complete all given tasks   **Administrative Assistant,**  Macon Korean SAT School, Macon, GA, Summer 2003   * Worked closely with the Korean community to raise awareness and enrollment * Created and maintained a daily, weekly, and monthly schedule for organizational and planning purposes * Performed closely with others in team-oriented settings and collaborated with other teachers to increase productivity and efficiency * Communicated efficiently in Korean and English with students, parents, and teachers**.** * Accommodated teachers and students through effective scheduling and organization   **Community Service: Red Cross Administrative Duties,** JAG Office, Warner Robbins AFB, GA, May 2002- August 2002   * Increased the organization’s efficiency by organizing case files and by keeping accurate data records * Served as a liaison between judge advocate generals * Efficiently transcribed high level security documents and cases | | |
| **Skills:** | * Exposure to technical and development process of mobile devices * Intro to Information Systems in Business Computer: concepts and information technology in business including hardware and software concepts, fundamentals of information systems, telecommunications, and business-related software packages * Software: Microsoft [Access, Excel, Word, PowerPoint], Adobe [Photoshop, Illustrator] * Language: Fluent in Korean and can accurately relay business information and translations * Related courses: Management, Accounting, Marketing, Management Information System, Finance | | |
| **HONORS/**  **ACTIVITIES:** | * Korean Undergrad Student Association, 2002 * Heart of Georgia Hospice, 2005 | * Liberty in North Korea, (Link), Treasurer, 2006 | |