**Jun H. Bak**

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82-10-4619-9998

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**OBJECTIVE**

To seek a position that can utilize my peak potential while providing an invaluable service

**PROFESSIONAL EXPERIENCE**

**DIGITAL MEDIA SUPPLY, Inc. (Jan 2008 – Dec 2009)**

*Warehouse and Store Manager*

* Managed in over all distribution of products to the retailers
* In charge of quality assurance of incoming/outgoing products
* Coordinated daily inventory control
* Managed website marketing and direct customer service

**TONG YANG AMERICA, Inc. (Sept 2004 – Aug 2005)**

*Executive Assistant/Import & Export Assistant*

* Managed general administrative issues, including ordering of all office supply inventory
* Maintained and kept up to date records of all office properties
* Coordinated travel arrangements for chairman
* Administered expense reports
* Corresponded with vendors and buyers via fax, telephone, email, and conference calls on a daily basis

**UNITED STATES MARINE CORPS (May 2001-Aug 2004)**

*Operations Manager / Team Leader (Oct 2003 – Aug 2004)*

* Provided direction to 135 member team, implementing effective staff and resource management strategies in global setting
* Oversaw gathering, review, track and accountable of sensitive information critical to strategic planning.
* Aligned staff resources with work flow requirement; provided teams with up-to-date operational information in the line of duty
* Implemented plans to optimize staff training in support of organizational goals for domestic and international initiatives
* Evaluated daily activities and processes; created and presented weekly/monthly reports with recommendations to senior executives

*Logistic Movement Control Officer (Aug 2002-Feb 2003)*

* Directed as ten-member team to develop highly efficient routing system for uncountable supplies, equipment and 30,000 troops
* Monitored all transportation operations, including quality controls, to ensure transportation services met contract obligations as well as local and national government regulatory requirements
* Served as transportation liaison various organization and government agencies
* Oversaw dispatching, routing, tracking/escorting, and shipping activities to ensure safe, prompt, accurate delivery of transportation equipment
* Communicated operational needs to senior management

*Assistant Operations Manager (May 2001-July 2002)*

* Played key role in program development to include coordinating daily operations at various levels
* Organized daily and weekly business procedure on overall progress
* Collaborated on a regular basis with senior, adjacent and various team members.

*Military Occupational Specialty (May 2001-Aug 2004)*

* Performed duties as a Motor Transport Operator and Preventive Maintenance Specialist
* Served as Korean-English Interpreter in readiness of international operations

**AWARDS AND RECOGNITION**

***Certificate of Commendation***  - Loading Military Equipment and Vehicles for "Operation of Iraq Freedom"

***Good Conduct Medal*** - Recognition of full duration of honorable service

***National Defense Medal*** - Serving active duty during the War on Terrorism

***Fleet Week Marine*** - Selected in 2% of Marines in Camp Lejeuene for celebration of Memorial Day Ceremony in New York City, 2003

**EDUCATION AND TRAINING**

**ST. JOHNS UNIVERSITY** (Queens, NY)

Bachelor of Science in Management Information System (Dec 2008)

**MARINE CORPS INSTITUTION** (May 2003 – Oct 2004)

**SKILLS**

Extensive Management, Leadership and Strategic Analysis/Planning Courses

Proficient in MS Office (Word, Excel, PowerPoint, Outlook & Access),

Proficient in Minitab, Oracle Database

**PERSONAL/HOBBIES**

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| Marital Status: Single  All competitive sports/ sporting events, group fitness, reading/writing, enjoying the outdoors |

**REFERENCES**

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| Furnished upon request |