**Jessica J. Kim**

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Normal, IL 61761 jkim4@ilstu.edu

**Education**

Illinois State University

Bachelor of Science Degree Graduation Date: Dec 2015

Major: General Marketing

**Experience**

**Illinois State University**, Normal, IL

Night Desk Operator Aug 2015 - Present

* Managed security processes for the residence halls.
* Responsible for greeting and serving as the main point of contact of residents, guests, faculty, and staff.
* Maintain accurate record-keeping of residence hall/desk properties.
* High level of responsibility and promoting teamwork.

**Daehan Power Electronic Co.,** Anyang, South Korea

International Marketing Assistance May 2014-Aug 2014

* Copy/edit marketing materials and website content
* suggest improvements/alternations for current web format
* edit marketing materials for improved communication among attorney and clients

**Autonics, USA**, Mundelein, IL

Accounting internship May 2013-Aug 2013

* Cash receipts recording and handling accounts payable, receivable, payroll
* organized large amount of file for the audit
* Reconciliation of the bank accounts and monthly close reports
* Managed the budget of an organization

**Lee's Mart**, Elgin, IL

Sales Manager June 2005-Aug 2010

* Responsible for managing sales force and achieving monthly sales quotas.
* Responsible for maintaining product and sales training for entire sales staff
* Responsible for hiring and firing sales professionals as needed.

**Academic Involvement / Volunteer**

Korean Student Association- Treasurer Aug 2011- April 2012

* Overview and Management of student group accounts activity throughout involvement
* Advertising and marketing of student group activities

Notetaker Dec 2014 - Current

* Volunteer services to assistance student with disabilities with taking notes in class
* Responsibly arranged meeting time and attend class regularly to meet the requirements of the class for credit.

**Technological Skills**

Adobe Illustrator Microsoft Office NUVI

Adobe Photoshop Google Analytics Quickbooks