

# Hae Jung Sarah Chung

La Mirada, CA

[hjsarahchung@gmail.com](mailto:hjsarahchung@gmail.com)

408-472-7372

Authorized to work in the US for any employer

## Work Experience

---

### **Administrative Assistant/Marketing Assistant**

ESR Usa Holdings Inc - Buena Park, CA

January 2019 to Present

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Check visitors in and direct or escort them to specific destinations
- Inform other employees of visitors' arrivals or cancellations
- Enter customer data and send correspondence
- Help update business website and social media platforms

### **Social Media/ Marketing Assistant**

Ramen Yamadaya - Costa Mesa, CA

April 2019 to May 2020

- Write weekly emails with yelp data updates
- Post on social media accounts with new photos, videos, upcoming events and up-to-date news
- Update and revise Ramen Yamadaya website
- Help take new photos for yelp, website, and new menus

### **Marketing Intern**

The Source OC - La Mirada, CA

February 2018 to June 2019

- Seek and analyze competitor marketing material and digital content
- Develop new social media campaigns, considering current and planned promotional activities
- Monitor social channels and respond to feedback, questions, and concerns
- Attend campaign planning meetings, provide feedback and input to marketing dept.
- Assist in planning and hosting marketing events
- Influencer and community outreach

### **Brand/ Celebrity Event Intern**

Brand Experiencee - Hollywood, CA

January 2018 to May 2019

- Assist full-time staff with day-to-day operations and event planning
- Answer incoming calls and assist in answering inquiries about Brand Experience and our events
- Assist with mail-in registration input for all events
- Assist with the set-up and breakdown of events

### **Communications/ Social Media Intern**

Gods Image Ministry - San Jose, CA  
2014 to 2017

- Update team Instagram page and FB page for news and updates
- Utilize word-of-mouth marketing techniques, such as discussing with the public about upcoming concerts and events
- Aid in the organizing of team events

### **Student Intern**

Regional Medical Center of San Jose - San Jose, CA  
2015 to 2016

- Monitored and recorded vital signs, height, weight, blood pressure, temperature, pulse, and respiration
- Responded to patient calls/requests
- Clean equipment and prepare it for further use ie. gurneys, instruments
- Direct patients to waiting areas, exam rooms, etc.

## Education

---

### **Bachelor's in Liberal Studies**

Biola University - La Mirada, CA  
September 2015 to December 2018

## Skills

---

- People Person, Hardworking, Determined, Honest, Motivated, Patient
- Social Media
- PR
- Instagram
- Facebook
- Event Marketing
- Social Media Management
- Event Marketing
- Event Planning
- Social Media Management

## Assessments

---

### **Written Communication — Proficient**

September 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/2d4d64e837044daf39d68d489bb7ffbbeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2d4d64e837044daf39d68d489bb7ffbbeed53dc074545cb7)

### **Personality: Customer Service Fit — Highly Proficient**

September 2019

Assesses personality traits that result in high-quality customer service.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/6a93e16e6585383028a91bebd272c17beed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/6a93e16e6585383028a91bebd272c17beed53dc074545cb7)

### **Customer Focus & Orientation — Highly Proficient**

September 2019

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/bdc441ae71d4eef5d8c0e9ed58834998eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/bdc441ae71d4eef5d8c0e9ed58834998eed53dc074545cb7)

### **Data Entry — Expert**

August 2019

Measures a candidate's ability to accurately input data and effectively manage databases.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/20090a5f156526301efb60d1216df183eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/20090a5f156526301efb60d1216df183eed53dc074545cb7)

### **Typing — Expert**

March 2020

Transcribing text using a standard keyboard.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/f3faf2f8c76f4d8d0bac9827c478e30deed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/f3faf2f8c76f4d8d0bac9827c478e30deed53dc074545cb7)

### **Social Media — Highly Proficient**

May 2020

Creating content, communicating online, and building a brand's reputation.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/49889b6aac7e5abff0d2e8670830d8c5eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/49889b6aac7e5abff0d2e8670830d8c5eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.