

DAJUNG HO

120-20 18th Avenue FL3
College Point, NY 11356, United States
Email: dajungho@gmail.com
Tel: (646) 269- 6478



EDUCATION

May 2013 BS in Business Administration
 Minor in Sociology
 State University of New York at Geneseo (SUNY Geneseo)

RELATED EXPERIENCE

August 2013- Present
After School Teacher, New York

- Volunteered as an after school teacher for Korean Central Presbyterian Church for a class of 10 kindergarten students (Korean and Chinese students mixed)
- Worked effectively with students of different learning levels

May 2013- Present
English Tutor, New York

- Read grade level books with two 1st graders (separately) and led through understanding problem solving of the stories
- Assisted children with their homework assignments ranging from reading, writing, and speaking

Summer 2012
Mission Trip Volunteer, 4Christ Mission, San Telmo, Mexico

- Experienced dealing with Mexican students in various ages (6 to 15 year old)

EMPLOYEMENT HISTORY

May 2013- Sept 2013
Administrative Assistant, New York Academy, Bayside, New York

- Supported the Program Director in operating SAT, SATII, SHSAT, Debate, preparatory courses for over 150 students
- Conducted parent-teacher conferences to gather feedback on programs, discuss progress of students, and identify areas needing improvement
- Provided administrative support ranging from filing documents, consulting via phone and email, and managing data
- Maintained weekly report cards, curricula, and invoices

Sept 2013- May 2013
Office Assistant, SUNY Geneseo Merrit Athletic Center, Geneseo, New York

- Assisted the Athletic Directors and Coaches with various day-to-day clerical duties such as answering phone calls, labeling and mailing brochures and letters to alumni and residents

Jun 2012- Aug 2012
Sales & Marketing Intern, StudyGroup, New York, New York

- Assisted the International Recruitment Manager in reaching sale goals by recruiting international students and maintaining relationships with 200+ agents
- Maintained records of progress of leads/enquiries through sales pipeline and engaged in follow-ups
- Visited U.S. based university partners for potential agents and in-agent training
- Counseled potential customers via emails, walk-ins, and phone about higher education partners meeting corporate goal of 130 student acceptances to universities

LEADERSHIP SKILLS

Sep 2011- May 2013

Co-founder and President, Geneseo Korean Christian Fellowship, Geneseo, New York

- Led and directed weekly leadership group meetings to plan weekly club meetings and activities
- Increased club membership to over 20 members through new ideas and events that promoted club vision and mission
- Relayed relevant information to the church leaders, school administration and club members.

Sep 2010- May 2011

Vice-President, Geneseo Korean American Student Association, Geneseo, New York

- Organized cultural events to promote the Korean culture in the community through events such as Korean Annual Culture Night
- Developed connections with local stores for fundraising for events and donations for North Korean Awareness Week
- Coordinated successful campus wide events (Intercultural Dinner, Geneseo CARES volunteer program, Haunted House, etc.) with other major student organizations
- Worked as a liaison with the school administration as well as other recognized student organizations

SKILLS

- Mac and PC literate
- Proficient in Microsoft Word, PowerPoint, Excel
- Fluent in English and Korean