

# Susan J Kim

---

Cell contact: 010.8062.3270 | [s.jkim@mail.com](mailto:s.jkim@mail.com)

**EDUCATION** B.A. in **Social Welfare & Cognitive Science**, Minor in **Education** (Dec 2008)  
University of California, Berkeley

**SKILLS & QUALIFICATIONS** Typing speed of 85+ words per minute  
Fluent in Korean [speaking, reading, and writing]  
Experience with database programs File Maker Pro and 4D-Client: design, entry, quality data control.  
Experience with Microsoft Office Programs [Word, Eudora, Excel, PowerPoint, Access]  
Experience with Quickbooks.  
California-certified domestic-violence counselor and trained Multi Lingual Access Model

**EXPERIENCE** **SY Academy** [San Ramon, Ca]

*Instructor [Sept 2009 – July 2010]*

- Provided daily academic assistance.
- Wrote daily progress reports for each student in each session.
- Planned individual based TOSEL and grammar study curriculums.

**YouthNoise**, a division of **Link Media** [San Francisco, Ca]

*Program and Campaigns Coordinator [October 2009 – July 2010]*

- Generated and reorganized content for online toolkits for youth use [soon to be re-launched]
- Designed and implemented outreach plans for campaigns – focus on health and environment.
- Helped to expand Play City Program [sport for social good]
- Researched organizations doing similar work and develop partnership plans

**Camp Han Ma Um**, Korean Community Center of the East Bay, KCCEB [Oakland, Ca]

*Planning and On-site Director [Feb 2009 – August 2010]*

- Recruited and oversaw staff [composed entirely of volunteers] with program planning
- Logistical: Booked with all outside agencies, Financial: Budget planning and maintenance of funds and donors, Outreach: Press releases and general publicity and promotion of camp
- Maintain contact with KCCEB [fiscal sponsor]

*Counselor [Summer 2005, Summer 2007, Summer 2008]*

- Workshop and program planning.

**Office of Environment Health & Safety** [Berkeley, CA]

*Laboratory Assistant: October 2006 – January 2009*

- Maintained Chemical Inventory database for the UC Berkeley campus
- Quarterly mailing of inventories and Chemical Safety door signs

*Administrative Assistant II: November 2004 – November 2006*

- Database entry, office inventory, filing, photocopying, distributing office mail, receptionist, responding to emergency phone calls in regards to radiation, chemical hazards, fire, and food safety

**Child Molestation Research and Prevention Institute** [Oakland, CA]

*Program Assistant/ Research Intern: February 2006 – May 2008\*

- Administrative duties: receptionist, processed book orders, inventory, and maintained the web page
- Donor database management
- Researched related to grants, publicity, current research papers/proposals by the executive director, and therapists to add to list of approved sex-specific therapist list
- Acknowledged for research aid in article submitted and published: “Child Molestation: A Four-Year Window of Opportunity for Identification, Treatment, and Prevention”

**ACTIVITIES** **Committee for Korea Studies** [UC Berkeley, Academic & Political] [Sept 2004 – Dec 2008]

*President [2007], Vice-President [2006], Public Relations [2005-2006]*

**Berkeley Fiction Review** [January 2007 – May 2008]

*Assistant Editor [September 2007 – May 2008]*

**ShimTuh**, Domestic Violence Program at KCCEB

*Volunteer [Feb 2009 – Aug 2009]*

**Asian Women's Shelter** [San Francisco, CA]

*Volunteer Advocate and MLAM [June 2009 – July 2010]*