

ERIC HARTLINE

EDUCATION

The University of Georgia

Bachelor of Business Administration:

- Major: International Business; Emphasis: Economics
- Minor: Korean Language and Literature

Athens, GA
May 2009

GPA: 3.4/4.0

WORK EXPERIENCE

Golden Sun Chinese

Management/ Marketing and Advertising Coordinator

- Manage accounting and bookkeeping duties weekly in excess of \$20,000
- Responsible for daily cash register closings of \$200
- Have contributed to approximately 5,000+ sales, totaling \$115,000+
- Assist in customer satisfaction by handling discrepancies
- Communicate with food providers to maintain sufficient supplies
- Assist in managing kitchen staff and Front of House operations, 10 people
- In charge of developing new marketing campaigns
- Publish periodical mailings to ensure new residents are aware of our establishment
- Create and maintain website at www.goldensunofathens.com

Athens, GA
09/06 – Present

Carl Vinson Institute of Government: ITOS Division

Application Development – 6 Month Student Contract

- Tested and reported malfunctions in new, internet-based applications
- Helped to develop consistent goals for testing applications

Athens, GA
09/08 – 02/09

Jerry's Drive-In

Manager

- Responsible for crew management of 4
- Adjusting and accounting for nightly sales closings
- Handled customer discrepancies
- Train and maintain employee's

Summerville, GA
08/04 – 01/06

AWARDS/ ACTIVITIES

Activities

- **Korean Undergraduate Student Association** - Co-President of KUSA, serving for one year as the chief officer of group dedicated to bringing about awareness of the Korean language and culture among new and existing students
- **South Eastern Regional Conference of Asian-American Leaders** - One of Four chosen as UGA Representative to attend SERCAAL and bring back leadership fundamentals to the Asian-American population
- **Asian-American Student Association** - Committee Chair for the Marketing of AASA to incoming students and maintaining membership with existing students
- **Franklin Residential College** - Residence group responsible for hosting and sponsoring many Franklin College activities
- **Chinese Language Community**
- **English Tutor for Non-Native Speakers**

Awards

- Dean's List
- Hope Scholarship
- Charter Scholarship – Top 5% of UGA's Incoming Freshmen Class
- "Outstanding Member" - Asian-American Student Association, 2006 - 2007

LANGUAGES

Intermediate-Advanced Conversational and Written *Korean*

Intermediate-Beginner Conversational and Elementary Written *Mandarin Chinese, Spanish*

REFERENCES

Available upon request.