

Joon Woo (JAY) KIM

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(415) 770-7781

EDUCATION

San Jose State University, San Jose, CA

August 2020 – Present

Bachelor of business: Business – Management Information System

GPA: 3.8

De Anza College, Cupertino, CA January 2019 – May 2020

PROFESSIONAL EXPERIENCE

Automated Logistics Specialist – Rank Specialist (E4)

April 2014 – April 2018

United States of America Army, Camp Humphreys, APO

- Led a data migration project over 10,000 equipment data sets from a legacy system to GCSS- Army (SAP-based solution); the migration activities included data cleansing, mapping, importing, and post-migration validation.
- Led data and physical validation each month to reconcile inventories on hand with the superior branch for completeness and accuracy of data; this monthly reconciliation included resolving any exceptions.
- Responsible for leading communications with vendors to resolve any unreconciling inventories due to missing items or system errors.
- Responsible for training a squad team for handling and counting physical inventories on hand and how to use the inventory application to lead the team in success for executing the daily tasks.
- Performed quarterly and annual physical inventory counts for various high-value items and identified any variances including classifying any obsoleted items to report back to the superior branch.

Bookkeeping Assistant

August 2011 – March 2014

San Francisco Full Gospel Church, San Francisco, CA

- Responsible for reconciling GL balances including, but not limited to cash, account receivables, account payables, weekly offerings, etc. to weekly accounting transactions using QuickBooks software.
- Prepared monthly budget forecasts by analyzing 3 months historical income and expenditure data as well as scheduled events in the following months.

LEADERSHIP

MISA Member

February 2021 - Present

Management Information Systems Association, San Jose University, San Jose, CA

- Active member networking with accounting professionals and participating in professional and service activities.

Mentor - Volunteering

August 2021 - Present

Friends For Youth, San Jose, CA

- Mentoring a teenager in need and participating in various activities with “mentee”
- Being a good role model for a kid to help develop good characters

SKILLS & CERTIFICATIONS

Fluent in oral and written English & Korean

Introduction to Structured Query Language (SQL)

Proficient in SAP software (Global Combat Support System-Army, Logistic Program)

Python and Statistics for Financial Analysis

Alteryx Bootcamp

ISACA-CISA (Certified Information Systems Auditor) (In-progress)