

Friday 10/23
@ 8:30am, Shift

Heewon (Huey) Yoon

303-507-4661
h.yoon70790@gmail.com

5239 W. Burgundy Place
Littleton, CO 80123

Education

Metropolitan State University of Denver
50 Credits Completed

Denver, Colorado
Aug 2012-Dec 2013

Experience

Tokyo Joe's: Denver, CO – *Front End Service Provider*

July 2013 – Feb 2014

- Greet customers on a daily basis and take their orders
- Track and ensure the correct orders are sent to the right customer
- Assist with daily preparation of food, including sushi
- Maintain quick, friendly and efficient customer service
- Assist management in general cleanliness and upkeep of restaurant

King Soopers Grocery Store: Littleton, CO – *Courtesy Clerk*

July 2011 – Aug 2012

- Efficiently bag customer groceries and gather shopping carts from the parking lot
- Man the register and provide friendly customer service
- Replenish and organize products to ensure customer satisfaction
- Provide shopping assistance to blind and/or disabled customers
- Train new hires in grocery bagging, correct usage of registers and general customer service

Green Care Cleaners: Littleton, CO – *General Store Help*

Seasonally from 2006-2012

- Organize customer clothing to prevent mix up
- Manage register and provide friendly customer service
- Assist in general folding, ironing and organization
- Assist management in pick-up and delivery of customer clothing

Towne Park: Denver, CO – *Night Auditor*

Feb 2014 – Current

- Make sure that all daily revenue is accounted for
- Manage driveway and ensure great customer service
- Park and retrieve customer's cars
- Make sure paperwork is set and ready for the next day
- In charge of \$1.3 million of revenue yearly

Skills

Computer Skills

- Microsoft Word and PowerPoint – Proficient
- Sony Vegas Pro 9 and 10 – Proficient
- Audacity – Proficient
- Adobe Premiere – Proficient
- Wordpress - Intermediate
- Corel Draw - Intermediate

Languages

- Korean – Conversational

Other

- Built my own computer three times to maximize processing speed and ability to edit video
- Diagnosis and resolve hardware and software problems for friends and family members on a regular basis

Interview Questions

Candidate Name: Heewon (Huey)

Do you have any questions about the position?

training?

With this account you will have four seven minute breaks and one thirty minute lunch, is that something that will work for you? They have a very strict attendance policy on site.

yes

Do you think that you would be comfortable working in a clean room environment?

yes

Can you....

Maintain a steady working pace? yes

Either stand or sit for your entire shift? yes

Work under florescent lights for your shift? yes

What interests you about this position? (Why did you apply?)

Medical field

What challenges are you looking for in this position?

building experience
Medical

What motivates you to do your best?

Self motivated

Shift/Pay: 2nd / 13.25

Scheduled Time for Site Tour/Interview:

8:30am

DISCLOSURE AND AUTHORIZATION REGARDING PROCUREMENT OF BACKGROUND REPORTS

It is recognized and understood that the Fair Credit Reporting Act provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses" shall be fined not more than \$2,500 or imprisoned not more than a year, or both.

In connection with my application for EMPLOYMENT (including contract for services), I understand that investigative background inquiries are to be made on me which may include criminal convictions, motor vehicle, and other reports. These reports may include information as to my character, work habits, performance, education and experience along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences. *If I include a current employer for verification, I may jeopardize my position within that company.* I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to obtaining the above information from BACKGROUND SOURCE INT'L and/or any of their licensed agents. This authorization and consent shall be valid in original, fax or copy form. I further authorize ongoing procurement of the above mentioned reports at any time during my employment (or contract).

Applicant Signature: [Signature] Date: 10/23/15

Please PRINT clearly: Position applied for: Medical Assembly Position

Name: Heewon Yoon Maiden / AKA: Huey
First Middle Last

Soc. Sec. #: 523-91-4207 *Sex: M *Race: Asian *Date of Birth: 01/04/94

Current Address: 701 N Harlan St Lakewood County: _____

City: Lakewood State: CO Zip: 80214 How long: 2013 to 2015

Previous Address: _____ County: _____

City: _____ State: _____ Zip: _____ How long: _____ to _____

Motor Vehicle Report Fax to: (208)769-7282

Name as it appears: _____ License #: _____ State held: _____

*Responses to these are completely voluntary. You need not respond to have your application considered. However, without this information, we may be unable to distinguish you from another in the event we discover adverse information during our background investigation. 03/06/01