

GaHyeon (Gwen) Shin

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EDUCATION

University of Nevada, Las Vegas (UNLV)

Bachelor of Science in Business Administration, Information Systems - GPA: 4.0

- Awards: Rebel Challenge Transfer Scholarship, Homies Care Scholarship, Spring 2022 Graduating and Continuing Student Achievement Award

Las Vegas, NV

Expected: May 2023

Skyline College

- Associate Degree of Science in Business Administration - GPA: 3.98
- Awards: Instructional Leadership Team Scholarship

San Bruno, CA

May 2020

WORK EXPERIENCE

UNLV Office of Faculty Affairs

InterFolio Student Assistant

- Maintain a web-based faculty activity reporting system
- Advise 3,000+ UNLV faculty members on how to navigate UNLV Folio
- Manage appointments and meetings

Las Vegas, NV

Oct 2021 - Present

SK Inc.

Show Facilitator at Consumer Electronic Show (CES)

- Conducted 50+ meetings and booth tours for potential global investors and visitors
- Provided administrative support for attendees at a 4-day event with 45,000+ visitors

Las Vegas, NV

Dec 2021 – Jan 2022

Worwick Franklin Institute

Kindergarten English Teacher

- Taught children the basics of languages, social and motor skills
- Coordinated weekly lesson plans and quarterly assessments
- Organized 10+ monthly events and facilitated entrance exams and appointments

Busan, Korea

Oct 2020 – Aug 2021

Strategic Energy Innovations

Energy Auditing Intern

- Promoted energy and water savings for campus and local organizations
- Compiled and analyzed energy, water, waste, and transportation savings data
- Showcased 2 sustainability projects

San Bruno, CA

Sep 2019 – May 2020

SamTrans

Youth Ambassador

- Created content for the youth mobility newsletter and SamTrans blog
- Brainstormed 5 outreach plans for SamTrans engagement
- Facilitated the 2020 Caltrain Holiday Train

San Mateo, CA

Sep 2019 – May 2020

ACTIVITIES

University of Nevada, Las Vegas

Alpha Phi Omega – Member

- Participate in 4 fields of service: Campus, Community, Nation, Fraternity

Las Vegas, NV

Jan 2022 – Present

Skyline College

Associated Students of Skyline College - Commissioner of Public Records

- Documented and distributed minutes of campus and district meetings
- Maintained the record of student body and confidential documents

San Bruno, CA

Aug 2019 – May 2020

International Student Club – President

Jan 2020 – May 2020

RELATED WORK SKILLS

- Proficient in Microsoft Office, Google Suite Apps
- Intermediate in Figma, Lucidchart, Canvas, Asana, Miro, Maze, Vectary, SQL, HTML5, CSS
- Fluent in English, Korean
- UX design/research Certification, 2 Self-Directed UX Case Studies, 2 Research Projects