

# Jenni Park

## Objective

To accomplish given tasks with efficiency and enthusiasm, serve communities near and far with a heart of grace and love, consistently challenge myself to improve my work ethic, and obtain knowledge from various experiences by overcoming obstacles accordingly

## Recognition/Skills/Experience

- **Recipient of President's (Bush) Award for Active Lifestyle in the community 2005**
- **2026 Board of Directors Member of Hanul Family Alliance**
- **Emcee for Moon Festival events in Aurora, IL (2023-2025) and AANHPI events (2024, 2025)**
- **25+ years of community service and volunteer work at various nursing homes and children's hospitals locally and in South Korea specializing in event coordination, celebrations, and ceremonies**
- **MJTKD Cares volunteer events organized throughout the year (Feed My Starving Children, Canned Goods Drive, Animal Shelter, etc.)**
- **5+ years Naperville Jaycees Member**
- **Lead stage personnel for Naperville Last Fling Family Fun Center (2016)**
- **Experience with Human Resources software / systems (Lawson, USA Facts, ADP)**
- **25+ years as Taekwondo Instructor for Tae Kwon Do**
- **Languages: Fluent in Korean and English. Basic Japanese**
- **20+ plus years of retail industry experience**
- **10+ years of tutor experience (subjects: English, Writing, Elementary-Junior High/Early High School subjects)**

## Employment History

### **MJ's Taekwondo Academy - Naperville**

Illinois

#### **Owner/Chief Master**

May 2015 - Present

- Oversee staff/employees day-to-day operational duties (high-level)
- Handle staff scheduling and payroll on a weekly, monthly, quarterly basis
- Create and approve curriculum for all skill levels including leadership team and master level coaches, instructors, and masters
- Schedule special events, community service opportunities, charity events, and various community involvement throughout the year
- Order retail merchandise and approve purchases necessary for academy operations
- Design all MJTKD retail merchandise
- Execute Masters' Meetings with staff on a bi-weekly basis

**Reason for leaving: Currently employed**

### **Council of Youth Anti-Drug**

Atlanta, GA

#### **Director of Chicago Center**

May 2024 - Present

- Lead Chicago location anti-drug and substance abuse campaigns at MJTKD and local school communities
- Train student leaders to assist and co-lead anti-drug/substance abuse campaigns locally
- Encourage community involvement in raising awareness for anti-drug and substance abuse education

**Nishimoto Trading Co., Ltd.**

California

**Human Resources**

January 2008 – April 2009

- Responsible for recruiting Korean/English bi-lingual Sales Associates for company nationwide
- Handled Work Visa related matters by proof-reading legal documents, obtaining necessary signatures, and working with Immigration Attorneys
- Performed background checks/investigations for possible new hires with two different services (USA Fact & ADP)
- Directly assisted upper management level as well as HR Manager and Supervisor with various projects
- Conducted 1<sup>st</sup> interviews via telephone and in-person for various positions
- Coordinated employee relocation as well as employee travel arrangements with travel agencies and moving companies from Asia to US and nationwide
- Translated and handled documents, inquiries, employee complaints from Korean to English, English to Korean
- Attended and actively participated in Career Fairs for recruitment purposes (in state, out-of-state)
- Reduced company recruitment costs by directly recruiting new hires utilizing newspaper ads and online postings
- Planned and assisted corporate events quarterly
- Attended HR seminars regularly in order to stay current and up-to-date with HR related issues and policies
- Prepared and edited offer letters for new hires and existing employees
- Assisted with editing company brochure and employee documents as necessary
- Worked with employment agencies for recruitment purposes when necessary
- Generated and conducted HR related surveys to employees
- Assisted with HR related projects as needed
- Performed daily office/clerical duties such as taking and making phone calls, operating office equipments, filing, maintaining employee files, etc.

**Reason for leaving: Auto Accident Recovery****World Martial Arts Institute**

Illinois

**Office Administrative Manager / Instructor**

February 2000 – January 2008

- Conducted interviews of possible instructor candidates
- Updated personnel data information on a daily basis
- Responsible for customer service related issues on a daily basis
- Coordinated promotional events, ceremonies, celebrations for various occasions for students and family members
- Processed paperwork, files and important information regarding changes of facility
- Handled phone inquiries of interested prospects as well as current clientele
- Took thorough messages for the Head Master and other individuals as necessary
- Maintained communication between the Head Master and students and their family members
- Handled advertisement/marketing ideas to improve and expand clientele
- Maintained current clientele with consistent upkeep and good relations
- Having in-depth knowledge of upcoming promotions and special offers
- Taught students ages 3 and up in martial arts and discipline setting examples as a role model at all times through courtesy, integrity, perseverance, and community service work

**Reason for leaving: Relocated to California****Education**

September 2002-2007

DePaul University Chicago, Illinois