

# Phillip Park

## IT Certified Technician

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### PROFESSIONAL EXPERIENCE

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#### YUMMY HOAGY

Brentwood, CA

##### Restaurant Manager

11/2019-9/2022

- Oversaw the full spectrum of daily operations, including store setup and payroll management.
- Managed restaurant inventory and logistics using Excel to ensure smooth daily operations.
- Deployed a server for various needs, such as: encrypted storage for sensitive documents, security footage recordings, home assistant automation, and media playback.

#### IT RENEW

Newark, CA

##### Acting Team Lead

3/2019 - 9/2019

- Managed a team of technicians responsible for low-level formatting of used hard drives, as well as certifying, relabeling, repackaging, and entering them into an asset management system to ensure optimal functionality and customer satisfaction.
- Utilized Excel to create pivot tables for efficient inventory management and organization.
- Promoted within 2 months due to strong performance and organizational impact.
- Identified and troubleshoot technical issues related to computers and printers.

#### SWING EDUCATION

LIVERMORE, CA

##### Substitute Teacher

3/2018 - 3/2019

- Successfully instructed students in completing class assignments and projects assigned by their teachers.
- Supported teachers in the management of the classroom through strong communication.
- Successfully adapted to changing environments to ensure effective response to situational needs.

#### JET PROGRAM

Nagahama, Japan

##### Assistant Language Teacher

7/2016 - 10/2017

- Facilitated successful cross-cultural and linguistic learning by implementing personalized, interactive, and media-rich English lessons.
- Worked collaboratively with fellow teachers to develop and enhance curriculum.
- Developed a teacher-wide calendar to efficiently allocate time and resources for over 30 classes.

### EDUCATION

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#### THE ART INSTITUTE OF CALIFORNIA - SAN FRANCISCO

San Francisco, CA

*Bachelor of Science, Major in Media Arts & Animation*

2012-2015

### ADDITIONAL INFORMATION

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- Certification: CompTIA A+
- Soft Skills: Communication, interpersonal skills, customer-focused, adaptability, problem-solving.
- Technical Skills: Windows, Linux, MacOS, Microsoft Office suite, Adobe suite, Networking, Python
- Language: Korean: Fluent, Japanese: Intermediate
- Hobbies and interests: Home automation, video editing, digital arts