

CHOONGMIN T. HORI

Email: cmhsd2g@gmail.com **Phone:** 619-947-5640

Electronics technician with skills in Electrical Engineering. Management skills as an Assistant Center Director for a math learning center.. Military background, able to work independently or on a team. Executive administration with personal security service.

EDUCATION

San Diego State University - CA (Fall 2019 - Present)

- B.S. Electrical Engineering (Expected graduation: Fall 2023)

U.S. Army Ordnance Electronics Maintenance School - Fort Gordon, GA (April - November 2006)

- Special Electronics Devices Repairer 94F

Mesa Community College – Mesa, Arizona (Fall 2004 - Fall 2005)

- 3 Semesters General Education

PROFESSIONAL EXPERIENCE

Mathnasium of 4S Ranch - San Diego, CA

Oct 2019-Present

Assistant Center Director

Experienced Center Director working in the Child Education Industry. Skills in business management and operations, public speaking and consultation.

- Ensure quality learning experience for students
- Provide support for team during instruction and offer extended training
- Resolve customer inquiries and curriculum adjustments.
- Active role in accounts receivable tracking and closing
- 2021 Online Center Director for 160+ students.
- Developed an effective tracking system for hourly staff assignments and student updates.
- Host regular training events to improve team member skill sets in Mathematics and professional growth.

A&S Booksellers, Crown Books / R.I.P Halloween – CA

Oct 2010 - Dec 2014

General Manager

General manager for southern california retail locations in spaces up to 64,000 sq-ft including warehouse. Supervise 20+ seasonal employees during peak season.

- Manage and lead the setup, operation and breakdown of stores
- Hire and onboard new supervisors, clerks and warehouse employees
- Shift scheduling, customer sales and cash handling
- Warehouse inventory and logistics

Department of Defense, U.S. Army 1st Theater Sustainment Command – Ft Bragg, NC

Jul 2009 - Jan 2010

Orders Manager / Information Management Officer (IMO)

Provide technical support for 60 computer terminals and peripherals. Review daily organizational reports and prepare documentation for Executive staff.

- Computer, network and MS Office suite support for executive and senior staff
- Help Desk and Active Directory administrator
- Generate daily reports and accountability documentation
- Sharepoint portal administration

Department of Defense, U.S. Army 1st Theater Sustainment Command – Kuwait

Apr 2008 - Jul 2009

101st Airborne Division, Afghanistan | USASOC 528th SB (A) ARSOF Support Operations Team (ASPO), Kuwait

Executive Assistant/Personal Security Detachment

Assistant to the Chief of Staff. Attached to the ASPO PSD primary team.

- Provide computer hardware, software and MS Office suite support for executive and senior staff
- Purchase card holder and Postal Officer
- Help Desk and Active Directory administrator
- PSD team member for flag officers and senior staff
- Executive assistant for Task Force Remagen Commanding Officer
- Primary VIP driver for ASPO

Department of Defense, U.S. Army 4/5 Air Defense Artillery - Ft Hood, TX

Nov 2006 - Apr 2008

Computer/Detection Systems Repairer

Electronic system technician supporting nearly 1000 personnel in the newly formed unit. Inspect, test and troubleshoot electronic equipment. Created standard operating procedures for my repair shop. Supervise team of trained technicians on large work orders.

- Accountable for electrical shop tools, \$150,000 bench stock and 3 vehicles
- Quality Control, troubleshooting and repair
- Trained 1st and second tier technicians and end users with class structure and individual training