**SunJi Jun**

469.545.4717 or sunjimjun@gmail.com

**Relevant Skill**

Project Management

Cost Reduction

Technology & Business Planning

Business Process Tech Modeling

Containment Optimization

Self Starter

Mobile/Telecom

Interpersonal Communication

Technical Clarification

Stakeholder Management

Project Planning

MS Office Skills

Data Analyst

Technical Case Management

Creative

**Experience**

**SAMSUNG ELECTRONICS AMERICA,** <Plano, Texas> 03/2016 - 03/2020

Project Management | Mobile Services Coordinator, GA-Mobile Services (12/2018 - 03/2020)

Expertly manages the inventory of pre-production sample devices and the activation, alignment, and costs of all required cellular services. Primarily interacts with Mobile Quality, Carrier Sales, Retail Operation, Mobile B2B, Customer Service, Contents & Services and Marketing teams.

* Negotiated contract management, defined model, scope, ensured safety and met financial targets with U.S.-based Mobile Carriers to minimize development costs and increase operational efficiency to align internal requirements, reduced program costs by 14% (2016), 8% (2017), 6% (2018), 3% (2019); overall estimated $8 Million dollars
* Communicated with HQ to clarify insufficient device shipment information, follow up device receipt confirmation with users in the US and globally with Engineering, Sales/Marketing, R&D, Solutions teams located in Mexico, India, South Korea, Poland, UK and more providing efficient strategic projects
* Performed inventory management system governance and IT VOC submission
* Managed inventory of 15,000 pre-production sample devices and ensure safety on sample storage room and organized effectively in business plans
* Effectively managed over 2,000 test line systems to ensure operation inquiries for mobile carriers, in addition to point of contact for AT&T, T-mobile, Sprint, Verizon, and an additional 7 local carriers (Bluegrass, Cellcom, Cricket, C spire, FirstNet, Metro PCS, nTelos, and Open mobile)
* Analyzed internal communications on product strategy to drive engagement and consistently communicate technology and product updates, resulting in an overall 81% compliance score and 79% engagement rate
* Analyzed the trend of each line’s test use and expense by month and invoices from carriers to identify opportunities that saved costs 3% monthly and optimize functionality involved with the negotiation
* Troubleshoot to fulfill technical requirements that impact business goals ensuring on scheduling product launch 100% of the time utilizing RAN - 3G/4G/5G skills
* Conducted monthly expense analysis to identify all usage and cost deviations and provide clear reports to management to minimize expenses and negotiate the reducing charges with carriers
* Researched wireless communication industry and markets to provide necessary features and technology for Samsung mobile devices in the business plan
* Achieved “Top Cost Savings Award” 3 times for division’s top performer in cost reduction

Operations Program Coordinator (contractor), GA-Mobile Services (03/2016 - 12/2018)
GSCMS (Mobile Wireless Lines Management) NASMS (Mobile Device Sample Management) Assumed responsibility for accomplishing project plans, coordinating and evaluating project activities. Coordinated with Samsung HQ to project management activities on internal initiatives.

* Proactively conducted pricing analyses to monitor cost margins and minimize service expenses, reducing the Samsung development program’s service budget costs by 30% to be fitted in financial models
* Demonstrated comprehensive knowledge of all Samsung products to be a product ambassador and promote its value in the market mind with consultative selling
* Participated in mobile device product testing, using obtained results to complete programs
* Expertly communicated between engineering team, partners and mobile carriers to ensure the execution of all troubleshooting operations, furthermore responding and resolving requests in a prompt, efficient and courteous manner resulting in 100% user satisfaction
* Proficiently coordinated communication expenses and invoices from various activities valued at $500,000
* Oversaw the implementation and documentation of configuration changes on test lines service plans and features, coordinating a multitude of telecom activities in a tight schedule

**KOTRA - Korea Trade-Investment Promotion Agency,** <Dallas, Texas> 09/2012 - 12/2013
Marketing Intern
Provided interpreting services and conducted market research for South Korean enterprises looking to expand into the U.S. market. Analyzed market trends for Korean entities to enter the U.S. business. Provided comprehensive services for foreign businesses. Maintained liaison with all client companies involved in each deal. Followed-up and resolved any issues.

* Evaluated investment proposals and align the provision of the Korean Foreign Investment Act
* Analyzed the business needs of U.S. developers and match-made Korean government-owned development projects to promote foreign direct investment with leadership skills with professionalism
* Facilitated consulting services, assisting with investment notification and corporate establishment
* Instrumental in developing moderator guides to ensure safety to capturing of the necessary data, furthermore formulating analysis plans and performing the acquirement of client sign-off
* Authorized and accommodated all reports containing actionable recommendations, complying with all specified guidelines
* Achieved an average of 130% of overseas sales targets with targeted accounts by formulating and implementing key marketing strategies and customized roadmaps in tight deadlines
* Successfully interpreted at the Korean Wireless Summit at Sprint (2012), Goyang, Gyeongsan Trade Mission (2013), and Daegu, Kyungbuk Trade Mission (2013), leveraging high expertise with influencing communication in different work ethics

**Education**

College at Southwestern (Scarborough College) Fort Worth, TX 2015
Bachelor of Science in Biblical Studies,

**Language Proficiency**

English, Korean - Fluent