

# Joonho Yoon

## **Bilingual Data Analyst and Actor.**

Seoul

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Passionate about creating positive and delightful experiences. Proven track record as an adaptable member of fast-moving teams in various roles. Looking forward to relocating to Europe, Canada, or New Zealand.

Willing to relocate to: Canada - New Zealand - United Kingdom

## Personal Details

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**Date Of Birth:** 1992-03-29

**Industry:** Analytics

## Work Experience

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### **Pastry Decorator & Cafe Attendant**

Red Apple-Seoul

June 2021 to July 2021

- Attractively plated and decorated pastries for an Instagram power-user market, even during rush.
- Achieved highest sales store-wide by providing ideal pairing recommendations.

### **Receptionist & Concierge**

Kimchee Guesthouse-Seoul

December 2018 to January 2020

- Provided smooth check-in, phone/SIM rental, and area info to mostly international guests.
- Kept guests calm and assured during difficult and emergency situations.
- Unhesitatingly pitched in on other needs like cleaning when short staffed.

### **Delivery Specialist**

Sejin Business (Corporation)-Seoul

October 2019 to December 2019

- Consistently delivered high-value electronics devices safely and on time.
- Thoroughly inspected devices prior to delivery to ensure an excellent experience.

### **Kitchen Hand**

Food & Desire-Melbourne VIC

November 2016 to February 2017

- Supported a fast-paced kitchen by refining ingredients, cleaning spills, etc.
- Helped improve kitchen efficiency by collaborating with chefs on process updates.

## **Administration & Social Welfare Assistant**

Local Civil Service Centre

June 2014 to June 2016

- Promptly resolved difficult, painful issues brought by citizens.
- Administered sensitive, private information including tax data and documentation.
- Performed general office/clerical work in both physical and digital media.
- Provided off-site, in-person services to the elderly, infirmed, and impoverished.

## **Cook**

McDonald's

November 2013 to April 2014

- Quickly mastered recipes for both breakfast and general menus.
- Responded to on-the-spot equipment maintenance needs, including oil filtration.

## Education

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### **Certificate of higher education in Data Analysis**

Entrylevel - Remote

February 2024 to June 2024

### **Vocational School (Associate degree) in Pastry and Baking**

Seoul Hyundai Occupational Training College - Seoul

March 2018 to June 2023

### **High School**

Belmont Secondary School - Victoria, BC

September 2009 to January 2012

## Skills

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- Administrative Experience
- Microsoft Word
- Front Desk
- Microsoft Excel
- Tableau
- SQL

## Languages

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- English - Fluent
- Korean - Expert
- Spanish - Beginner
- French - Beginner

## Military Service

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**Branch: District Office.**

Service Country: South Korea

Rank: Private.

June 2014 to June 2016

## Certifications and Licenses

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**Driver's License**

August 2016 to Present

Driver's License Level 1 (General).

**National Technical Qualification**

July 2022 to Present

Craftsman Confectionary Making.

**Data Analysis using Excel and Tableau**

April 2024 to Present

Entrylevel - Online

**Data Analysis using SQL**

July 2024 to Present

Entrylevel - Online