Jisoo Min

민지수

Safety / general Administrator

My goal is to advance in safety and project coordination, maintaining a safe work environment while efficiently managing logistics and ensuring projects progress seamlessly

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EXPERIENCE

Dec 2023 - Current

Safety/Assistant Project Manager *Cowintech Company*

- Managed safety operations and facilitated communication across the project.
- Earned OSHA 30 certification and oversaw safety orientations, pre-task planning, hazardous work approvals, and compliance with safety regulations.
- Coordinated toolbox meetings, attended open issue meetings, and provided interpretation between American contractions and Korean workers, ensuring clear communication and contributing to the project's success.

Mar 2020 – Nov 2023

Server, *SushiYa*

- Provided excellent customer service to both Korean and English-speaking customers
- Managed orders, ensured timely delivery, and maintained a high level of communication, improving customer satisfaction.

Aug 2017 – Dec 2019

Teacher Assistant, *Hanmauen Korean Language School*

- Assisted with interpreting and provided tutoring support to students struggling with reading Korean fluently.
- Translated Korean textbooks to help students better understand the material, ensuring effective communication and fostering a positive learning environment.

EDUCATION

Aug 2021 - Aug 2023

Art Foundation AA
Lansing Community College

SKILLS

Safety Management
Administrative Coordination
Translation & Interpretation
Technical skills

CERTIFICATIONS

OSHA 30 Hour Certificate
Issued by Occupational Safety and Health Administration