

Andrew Ghim

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Experience

2023 Oct -present Evergreen State College Foundation – Prospect Research Coordinator

As Prospect Research Coordinator, I am in a pivotal role in supporting the organization's fundraising efforts by identifying and analyzing potential donors and partners. My research provides critical insights to our fundraising team, helping to cultivate relationships and secure vital resources for my organization's mission-driven initiatives.

2023 Jan-Oct Advancement Coordinator

The Advancement Coordinator at the Evergreen State College Foundation is responsible for supporting fundraising and donor engagement activities. This role primarily revolves around administrative work in support of the fundraising and events staff within the foundation. Other duties in varying levels can be maintaining relationships with donors and alumni, assisting in fundraising campaigns and events, managing donor records and gift processing, conducting prospect research, contributing to communication efforts, and collaborating with various departments to ensure effective advancement initiatives that enhance the Foundation's ability to give support for Evergreen State College's students.

2022-2023 University of Washington - Freshman Application Processor

My duties included analyzing freshmen applications from American to international HS seniors for their possible admission into the University of Washington, Seattle. The process had me evaluating students' abilities in the core subjects as well as extracurricular activities. I quickly learned to be able to process data rapidly and efficiently in a thorough manner through this job.

2017 - 2022 JET Programme - Yokkaichi English Fellow (Assistant Language Teacher)

I worked in the city of Yokkaichi, located in Mie prefecture, Japan, for five years. My duties were to be a cultural ambassador, civil servant, and English teacher. My duties included assisting the Japanese teachers of English (JTE) in conducting and managing classes, and creating communicative-based lessons with corresponding materials and worksheets. In addition to this, I played an active role in school life and student interaction both in and outside of the classroom. As a civil servant, I worked to improve the English education for the city of Yokkaichi by creating city-wide speaking tests, organizing American-Japanese student exchanges, and planning and coordinating with 15 other native English teachers in regards to training, events, and outreach programs in the city.

2016-2017 Costco - Front Sales assistant

I worked as the front sales assistant. Duties ranged from assisting front staff with either boxing merchandise for customers, restocking items on the warehouse floor to communicating with different warehouse departments. Cross departmental training allowed me to be versatile in the store so I could help both my co-workers and customers to the fullest extent.

2014-2015 YMCA - CLC Instructor

I worked in a YMCA after-school program which taught elementary to middle school students. My duties in particular were to teach students who were interested in science; for example, the students and I explore how to build rockets and with the permission of the YMCA, we were able to buy school rocket kits for the students to build and learn from. I also helped develop a Minecraft program for the next school term that year - it mostly promoted creative thinking and teamwork.

Education

University of Washington

2010-2015

2010-2015 University of Washington, Seattle B.A. in International Studies (Asia) and Anthropology

Certificates and Qualifications

- TEFL/TESOL
- JLPT (Japanese Language Proficiency Test) N3
- Database and webview of Raiser's Edge
- Safety (First Aid, Stop the Bleed, fire extinguishers operation, CERT)
- Certificate in Audio production and recording techniques (University of Washington, Seattle)
- WA State Proofreading

Skills

Language (Japanese and Korean proficiency)

Communication/ International experience

Planning/organization

Experiences in databases and administrative tasks

Attention to detail

Microsoft office suite

Adaption (working in a new environment or with people not from my native country)

Collaboration

Dealing with work under pressure