

Moony Yoon

As a dynamic sales and marketing professional, I have a proven track record of spearheading strategic marketing initiatives to drive brand awareness and engagement across various channels. I continuously strive to innovate and deliver results in the ever-evolving landscape of sales and marketing with a commitment to excellence in user experience design. My expertise extends to efficient order management, where I optimize workflows to ensure timely delivery and customer satisfaction. Through fostering strong relationships with international teams, I facilitate global collaboration, enhancing communication and operational efficiency.

CONTACT

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SOFT SKILLS

- Communication and Collaboration
- Problem Solving
- Time Management
- Adaptability
- Continuous Learning
- Customer Service

HARD SKILLS

- Data Analysis
- Online and Offline Marketing
- Order Processing
- User Research
- Interaction Design
- Visual Design
- User Testing

TOOLS

- Figma
- Adobe Creative Suite
- SAP
- proAlpha

WORK EXPERIENCE

Sales Associate @ LUSH

2023 - PRESENT

- Comprehensive knowledge about the products they are selling, including ingredients, benefits, and usage instructions
- Actively listen to customers' concerns and goals to provide personalized product recommendations

Sales & Marketing Assistant Manager @ Zimmer Group

2019 - 2022

- Develop online and offline marketing materials, including social media content, advertising and exhibition
- Monitor sales and marketing performance and analyze data to identify trends, areas for improvement, and new opportunities
- Maintain relationships with key accounts and retail partners, including negotiating contracts and managing inventory
- Manage order processing including quotation, purchase order, delivery and payment and Optimize the process to minimize costs and improve efficiency
- Communicate with global teams regarding order status, and shipping information and build a strong relationship

Sales & Administration Assistant @ LG Household & Health care

2016 - 2017

- Manage order processing ensuring accurate customer orders on time
- Organize files of financial documents, such as invoices, receipts, and bank statements
- Assist with budgeting, forecasting, and project management as per financial status
- Communicate with teams regarding order status, and shipping information and build a strong relationship

EDUCATION

Diploma of Interactive Media Design @ Seneca College

2022 - PRESENT

- Figma, Adobe Creative Suite including Illustration, Photoshop, and After Effects

Bachelor of Arts and Business Administration @ Dankook University

2010 - 2015

- Business Administration and Management
- Japanese Language and Literature

School of Business @ Stockholm University

2013

- Exchange student for Business School
- Supply Chain Management, Marketing, and Accounting