Jun Young Jong

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Education

Korea University – Seoul, South Korea   Mar 2008 – Aug 2015
- ❖ Bachelor of Science in Computer Science and Engineering

Employment

KOICA – Seoul, South Korea & Baghdad, Iraq
Directorate of Humanitarian Assistance, Manager   Aug 2023 – Present
- ❖ Managed humanitarian assistance projects for Ukraine
- ❖ Main officer for budget control on Humanitarian Assistance Funding
- ❖ Oversaw management on Korea Disaster Relief Team (KDRT)
- ❖ Designed the interface of a new project management system for portfolio management

Digital Transformation Team, Assistant Manager   Sep 2021 – Jul 2023
- ❖ Led digital innovation and data management projects
- ❖ Spearheaded KOICA's digital ODA strategy and gave professional consultation on relevant projects
- ❖ Visualized data reports and datasets of KOICA's digital ODA for the board
- ❖ Established data governance in KOICA by defining data regulations, designing an advanced organization configuration for data-oriented decision making, and innovating work procedures
- ❖ Designed the interface of a new project management system for portfolio management
- ❖ Operated the digital innovation process of KOICA by establishing plans and tasks to innovate the workstyle and work environment in KOICA via digital technology

KOICA Iraq Office, Deputy Director   Aug 2020 – Sep 2021
- ❖ Represented KOICA's development projects in Iraq
- ❖ Excavated new projects for Iraq with relevant ministries and international organizations
- ❖ Dealt with diplomatic affairs related to official development assistance
- ❖ Managed Iraq office by recruiting new staff, budgeting, and evaluating staff performance

Performance Management Team, Associate   Sep 2017 – Aug 2020
- ❖ Made performance evaluation excel templates for KOICA's internal performance management
- ❖ Developed indicator simulation templates for external evaluations such as the "national public management evaluation" of the Ministry of Planning and Finance
- ❖ Studied, researched, and developed performance indicators for organization management and project strategy
- ❖ Created a performance management dashboard of outcome level indicator achievement rate using data visualization tools (Microsoft Power BI)
- ❖ Designed the interface of KOICA's performance management system

Korea Institute of Patent Information – Seoul, South Korea   Feb 2016 – Sep 2017
ICT Development Cooperation Officer
- ❖ Provided professional consultation (mainly on the database) for developing patent administration systems in developing countries (Cameroon, Egypt, Vietnam, Kazakhstan)
- ❖ Analyzed, cleansed, and visualized recipient country's patent databases
- ❖ Participated in international cooperation projects (E-government projects on constructing patent administration systems)
- ❖ Managed knowledge sharing programs (KSP) and feasibility studies (FS) about patent information

Skills & Abilities

- ❖ Computer Programming: Java, C, Python
- ❖ Database Management: SQL
- ❖ Microsoft Excel
- ❖ Microsoft PowerPoint
- ❖ Tableau
- ❖ English (TOEFL: 114/120)