

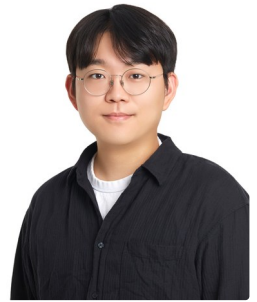
SUNG MYEONGJAE

HR Generalist

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I am an HR Generalist with 4 years of Air Force personnel and training experience, alongside HR experience at a food manufacturer with 700 permanent employees. I now support recruiting and lead culture and L&D at a content platform company.

Attendance tag rate	Manual corrections	Employees at risk of 52h limit	Application → start date
73% → 85%	100+ → 15 /mo	144 → 21	8wk → 6wk
Project: Aug–Dec 2025	Before/after relocation & alerts	Aug → Oct 2025	Office roles · before/after ATS

SKILLS

RECRUITING

Recruiting operations · ATS ·
Direct sourcing · Onboarding

HR OPERATIONS

Attendance · 52-hour
compliance · Payroll support ·
Contingent workforce

LABOR & CULTURE

Labor relations · Labor law ·
Culture · L&D

TOOLS (SELF-ASSESSMENT)

AI Coding Tools: Intermediate, 2 yr
Google Workspace: Advanced, 7 yr
Tableau: Intermediate, 3 yr

EXPERIENCE

Dreamus Company

2026.06 – Present

People Team · Manager · Contract · Content platform company

- Company-wide recruiting support · ATS, direct sourcing handed off to the owning recruiter, direct candidate outreach experience, start-date coordination
- Culture and L&D operations leadership · onboarding
- Enterprise AI content and HR automation (in progress)

Otoki Ramyon Ltd.

2025.03 – 2026.04

HR Team · Associate · Full-time · 700 permanent employees · Food manufacturer

- ATS adoption · digital evaluations and automated data disposal
- 52-hour risk alerts · employees projected to exceed the limit: Aug 144 → Oct 21 (2025)
- Time-clock relocation (2025.08–12) · tag rate 73% → 85%
- Posting revision · applications reaching first interview 6% → 15%
- 5-week onboarding · 3-month attrition of university-graduate office hires 13% → 3%
- Safety-award payment (2025.07–08) · Ottogi Mall → Naver Points; report/Finance review · monthly submissions 6 → 12

EDUCATION

Korea Aerospace University

2017.03 – 2021.02

B.B.A. in Business Administration · GPA 3.67 / 4.5 (major 3.78 / 4.5)

MILITARY SERVICE

Republic of Korea Air Force

2021.03 – 2025.02

· Personnel & Training Officer · Captain

Personnel affairs · ROTC training administration · unit training. Not counted toward tenure.

AWARDS

Meritorious Service Commendation

51st Air Control Group · 2021.10

Business Competition,
Top Excellence Award

Korea Aerospace University · 2018.10

Business Design Excellence Award

Korea Aerospace University · 2019.12.26

Global Startup Idea

Competition Excellence Award

Korea Aerospace University · 2017.12.04

Best Presenter Award

Seoul Jewelry Support Center · 2018.11.27

CERTIFICATIONS
& LANGUAGES

Google Analytics Certification

Google · 2026.01

TRAINING

HR Management Foundations

KPC · 18H · 2025.07

Labor Law Master Course

JoongAng Economy HR · 20H · 2026.02

Tableau Bootcamp, Advanced

Tableau · 2026.03

Generative AI Leader

Google Cloud · 2026.08.26

Claude Code in Action

Anthropic · 3H · 2026.03

AI Fluency for Builders

Anthropic Education · 2026.08.15

Google AI Essentials /
Professional CertificateGoogle Career Certificates · 2026.08.15
Coursera

Agents and Workflows

OpenAI Academy · 2026.08.15

Foundations of Project Management

Google (Google Career Certificates) · 2026.08.25
Coursera

Tableau Bootcamp, Basic

Tableau · 2025.10.13–24