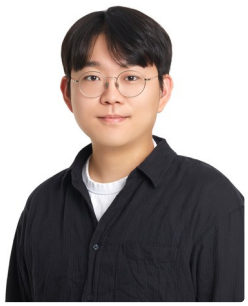
RESUME

SUNG MYEONGJAE

HR Generalist



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linkedin.com/in/myeongjae-sung

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.

Employees at risk of 52h limit	Application → start date	Attendance tag rate
144 → **21**	8wk → **6wk**	73% → **85%**
Aug → Oct 2025	Office roles · before/after ATS	Project: Aug–Dec 2025

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

AWARDS

Meritorious Service Commendation
51st Air Control Group · 2021.10

Business Design Excellence Award
Korea Aerospace University · 2019.12.26

Best Presenter Award
Seoul Jewelry Support Center · 2018.11.27

Business Competition, Top Excellence Award
Korea Aerospace University · 2018.10

Global Startup Idea Competition Excellence Award
Korea Aerospace University · 2017.12.04

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 Certificate
Google Career Certificates · Coursera · 2026.08.15

Agents and Workflows
OpenAI Academy · 2026.08.15

Foundations of Project Management
Google (Google Career Certificates) · Coursera · 2026.08.25

Tableau Bootcamp, Basic
Tableau · 2025.10.13–24

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 · Personnel & Training Officer · Captain — 2021.03 – 2025.02
Personnel affairs · ROTC training administration · unit training.

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