

**TARA POPP**

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**SUMMARY OF QUALIFICATIONS AND SKILLS**

- Have a Master of Arts degree in Youth Development.
- ~10 years of experience providing a caring and nurturing environment for children and youth aged 6 weeks to 18 years old.
- ~7 years of operating and maintaining Youth Technology Labs on South Korea's largest U.S. military post, U.S. Army Garrison Yongsan.
- ~15 years of graphic and website designing experience with Photoshop, Paint Shop Pro, HTML, XHTML, CSS, and basic PHP and MYSQL databases.
- ~15 years of being an avid user of social media and networking with preferences to Twitter, Facebook, Tumblr, Instagram, and LiveJournal.
- Owns and operates multiple websites and domains and is an online blogger for over 15 years.
- Fluent Korean speaker with intermediate level of reading and writing skills.
- Types up to 80 words per minute.
- Proficient user of Microsoft Word, Excel, PowerPoint, and Publisher.

**EXPERIENCE**

August 2016 to present 40 hrs per week	<b>Youth Operations Clerk</b> , 51 FSS/FSFY, Youth Programs, Youth Center Bldg 433, Unit 2065, APO, AP 96278-2065 (Osan AB, Gyeonggi-do, South Korea)
	<ul style="list-style-type: none"> <li>• Assists the Youth Director and other program leads with overseeing of program management, administrative duties, facility, and maintenance.</li> <li>• Supports the administration of military community youth center resource programs. Provides input and recommendations to annual NAF fund budgets for projected resource requirements.</li> <li>• Processes and reconciles purchase orders, vouchers, payrolls, property records, patrons' refunds, BPAs, meals documentation, eligibility documentation, and other forms.</li> <li>• Prepares staff's contracts, timecards, and NAF personnel actions for Youth Director's approval.</li> <li>• Provides specialized clerical and office automation support for the Youth Programs utilizing available office automation software, such as Microsoft Office programs, emails, SETS timecard program, and SAIS payment report.</li> <li>• Disseminates various available youth program information to participants and parents such as activity schedules, fees, regulations, and other requirements.</li> <li>• Manages customers' registrations, payments, and other requests.</li> <li>• Enrolls children in center programs and checks patrons into and out of the center by maintaining secure accountability.</li> <li>• Maintains files, receives reservations and phone calls, and greets visitors.</li> </ul>

October 2015 to present 3-5 hrs per week	<b>Self-Employed Blogger and Owner</b> at <a href="http://tastebook.reviews">http://tastebook.reviews</a>
	<ul style="list-style-type: none"> <li>• Interviews business owners and chef about their establishment and experiences.</li> <li>• Writes articles on restaurants or cafes, personal food experiences, and food products.</li> <li>• Photographs food, beverages, and establishments for published articles.</li> <li>• Publishes articles and reviews with photographs detailing meals, beverages, food products, and personal experiences.</li> </ul>

July 2015 to February 2017 3-5 hrs per week	<b>Volunteer PinStory Editor and Social Media Assistant</b> at <a href="http://pinstory.com">http://pinstory.com</a>
	<ul style="list-style-type: none"> <li>• Received a cash award for outstanding service.</li> <li>• Wrote photojournalistic detailed reviews of food and dining experiences from recently visited restaurants or cafes.</li> <li>• Submitted reviews and photos to website for online publication.</li> <li>• Managed company's social media platform and tools such as Twitter. Ensured company's social media presence was active and current.</li> </ul>

October 2014 to July 2016 2-4 hrs per month	<b>Volunteer School Age Center Representative</b> , Child, Youth and School Services Planning and Recognition Committee, Unit 15333, PSC 303 Box 48, APO, AP 96205-5333 (USAG Yongsan, Seoul, South Korea)
	<ul style="list-style-type: none"> <li>• Member of events committee, which organized events and activities for staff and personnel in Child, Youth and School Services.</li> <li>• Created, implemented, and compiled staff feedback on future agency sponsored events and recognitions.</li> <li>• Supported, assisted, and coordinated agency sponsored events.</li> <li>• Planned and organized staff morale boosting events and rewards.</li> <li>• Acted as the point of contact and made travel arrangements for the agency sponsored trip.</li> <li>• Responsible for creating the staff's farewell gift for the former Child, Youth and School Services coordinator.</li> <li>• Developed and designed templates for the agency's holiday cards.</li> </ul>

<p>May 2012 to August 2016 30-40 hrs per week</p>	<p><b>Youth Technology Lab Lead</b>, FMWR Child, Youth and School Services, School Age Center, Unit 15333, PSC 303 Box 48, APO, AP 96205-5333 (USAG Yongsan, Seoul, South Korea)</p>
<ul style="list-style-type: none"> <li>• Collected information regarding actual and potential participant recreational interests and needs, using polls and checklists. Presented findings in concise form as prescribed in a manner designed to reflect trends in the needs of the military community.</li> <li>• Prepared records and reports regarding various aspects of the Youth Technology Lab activities, including participation rates, operating costs, staff and equipment requirements, and services provided without cost.</li> <li>• Facilitated the planning, creation, and execution of weekly curriculum which meets educational and Army policies and standards.</li> <li>• Performed both repetitive and one-of-a-kind tasks assigned with clear and detailed instructions and executed and completed tasks with little-to-no supervision.</li> <li>• Adjusted program schedules to include additional activities as needed while not exceeding program budget.</li> <li>• Responsible for the cleanliness, operation, and program design of the Youth Technology Lab and its equipment.</li> <li>• Prepared and implemented educational technology activity program in the Youth Technology Lab while incorporating the Army's School Age and Youth Four Core Service Areas policies and partnership programming with Boys and Girls Clubs of America and 4-H.</li> <li>• Managed and implemented monthly programs and events for youth which include the Boys and Girls Clubs of America's Power Hour and ImageMakers programs and the 4-H Technology Club.</li> <li>• Collaborated and coordinated with staff to ensure youth's safety and well-being in and outside the centers (i.e.: field trips, special events).</li> <li>• Monitored and discussed with parents about any behavioral issues exhibited by their child in a professional manner.</li> <li>• Performed as a supervisor and ensured daily operations were accomplished when management is unavailable.</li> <li>• Assisted with the development of personnel schedules and documenting and ensuring required quarterly staff training were met.</li> <li>• Assisted the front desk by filing youth's files, receiving phone calls, taking payments, and directing customers to proper authorities.</li> <li>• Mentored and educated new colleagues about the program and agency and helped integrated them into the workforce.</li> <li>• Designed brochures, programs, and flyers for center's special events.</li> <li>• Prepared and provided nutritional snacks and meals to the youth and ensured all food materials were safe for consumption.</li> <li>• Provided and fostered care and support for the Child Development Center, Middle School and Teen Center, Youth Sports, and Parent Outreach Services programs.</li> <li>• Organized, coordinated, and collaborated with other Family and Morale, Welfare, and Recreation (FMWR) programs to schedule activity and events for the youth and the community.</li> </ul>	

<p>August 2012 to December 2012 15 hrs per week</p>	<p><b>Volunteer Teacher's Aide</b>, Seoul American High School, Unit 15549, APO, AP 96205-5549 (USAG Yongsan, Seoul, South Korea)</p>
<ul style="list-style-type: none"> <li>• Responsible for the management of the digital inventories for books, instruments, and lockers.</li> <li>• Supported the coordination and execution of academic and fundraising projects.</li> <li>• Assisted with preparing and distributing of classroom materials.</li> <li>• Researched external teaching materials online such as utilizing YouTube to find supplemental educational videos for the classes.</li> <li>• Addressed and resolved technology-related issues</li> </ul>	

<p>October 2008 to May 2012 30-40 hrs per week</p>	<p><b>Youth Technology Lab Lead</b>, FMWR Child, Youth and School Services, Middle School &amp; Teen Center, Unit 15333, PSC 303 Box 48, APO, AP 96205-5333 (USAG Yongsan, Seoul, South Korea)</p>
<ul style="list-style-type: none"> <li>• Performed both repetitive and unique tasks assigned with clear and detailed instructions and executes and completes tasks with little-to-no supervision.</li> <li>• Responsible for managing and maintaining the cleanliness, operation, and program design of the Youth Technology Lab and its equipment in multiple facilities.</li> <li>• Facilitated the planning, creation, and execution of weekly curriculum which met educational and Army policies and standards.</li> <li>• Developed and implemented educational technology activity program for the Youth Technology Lab while incorporating the Army's School Age and Youth Four Core Service Areas.</li> <li>• Performed as a supervisor and ensured daily operations were accomplished and resolved issues when management was unavailable.</li> <li>• Assisted with the development of personnel schedules.</li> <li>• Worked and coordinated with other staff to ensure youths' safety and well-being.</li> <li>• Prepared and provided nutritional snacks and meals to the youth and ensured all food materials were safe for consumption.</li> <li>• Designed and produced flyers, brochures, and other marketing materials for the program.</li> </ul>	

November 2007 to October 2008 35-40 hrs per week	<b>Child and Youth Program Assistant</b> , FMWR Child, Youth and School Services, Child Development Center, Unit 15333, PSC 303 Box 48, APO, AP 96205-5333 (USAG Yongsan, Seoul, South Korea)
	<ul style="list-style-type: none"> <li>• Supervised and engaged with a broad spectrum of age groups ranging from infants to kindergarten, with emphasis on preschool.</li> <li>• Facilitated the planning and creation of weekly curriculum which met educational and Army policies and standards.</li> <li>• Coordinated and collaborated with management, lead teachers, and parents to ensure quality and enriched child care.</li> <li>• Established, designed, and maintained the monthly newsletter.</li> </ul>
October 2003 to November 2007 35-40 hrs per week	<b>Substitute Teacher</b> , Seoul American Elementary/Middle/High School, Unit 15549, APO, AP 96205-5549 (USAG Yongsan, Seoul, South Korea)
	<ul style="list-style-type: none"> <li>• Performed as the long-term substitute music teacher with the endorsement of the music teacher.</li> <li>• Taught in different fields of study with emphasis in the music, social studies, computer, and English departments.</li> <li>• Led and supervised class sizes ranging from 20 to 80 students.</li> <li>• Provided off-duty aid with grading tests, papers, and homework.</li> </ul>
September 2003 to November 2007 35-40 hrs per week	<b>Volunteer Teacher's Aide</b> , Seoul American High School, Unit 15549, APO, AP 96205-5549 (USAG Yongsan, Seoul, South Korea)
	<ul style="list-style-type: none"> <li>• Performed as teacher and ensured daily assignments were accomplished when school faculty was unavailable.</li> <li>• Prepared and graded classroom materials and assignments.</li> <li>• Responsible for the management of the digital inventories for books, instruments, and lockers.</li> <li>• Assisted in coordination and execution of academic and fundraising projects.</li> </ul>

## EDUCATION

- May 2014; Master of Arts in Youth Development, Michigan State University, 220 Trowbridge Rd, East Lansing, MI 48824 (East Lansing, Michigan), GPA: 3.96.
- December 2009; Completed Child, Youth and School Services Modules requirements, Unit 15333, PSC 303 Box 48, APO, AP 96205-5333 (USAG Yongsan, Seoul, South Korea).
- December 2007; Bachelor of Arts in English, University of Maryland University College, 3501 University Boulevard East, Adelphi, MD 20783 (Adelphi, Maryland), GPA: 3.85. Graduated Cum Laude.
- June 2003; High School Diploma, Seoul American High School, Unit 15549, APO, AP 96205-5549 (USAG Yongsan, Seoul, South Korea); GPA: 3.58. Graduated Cum Laude.

## ACHIEVEMENTS

- Honor Society: Kappa Omicron Nu, Omicron Alpha Chapter, 2014
- Yongsan Child Development Center's October Employee of the Month, 2008
- Honor Society: Phi Kappa Phi, Chapter 22, 2007
- Dean's List for Term II 2004-2005, Term III and V 2003-2004
- Volunteer of the Year Nominee, 2004