

We Ajou

Present Address

168-34 Suyou-dong
Kangbook-gu, Seoul 132-070
(02) 3446-2247

Permanent Address

545-5 Shinsa-dong
Kangnam-gu, Seoul 135-120
(02) 3446-2247

OBJECTIVE An entry-level position in international business

SUMMARY

- ◆ Good command of English (speaks, read and write).
- ◆ Traveled alone to 10 countries in Europe, communicating in English.
- ◆ Working knowledge of Macintosh.
- ◆ Able to follow detailed instructions.
- ◆ Works well with little or no supervision.
- ◆ Fast learner.

EDUCATION Ajou University, Suwon
Bachelor of Business Administration Expected in 2011

Related work:

-International Marketing	-Accounting
-International Economics	-Business Management
-Financial Management	-Computer Information System

ACTIVITIES Contributing Editor for Campus Newspaper
English Conversation Club

EMPLOYMENT Helped fund tuition and living costs by working as follows:

Customer Service Representative, ABC Video, Seoul 2006-2007

- ◆ Provided customer service; handled 100 customers a day.
- ◆ Handled and resolved complaints.
- ◆ Dealt effectively with demanding customers.

Waiter, Biwon Restaurant, Seoul Summer 1994

- Remembered repeat customers' names and preferences and provided personalized service
- Dealt with difficult customers and resolved complaints