

Jihyun (Jessica) Kim

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사진

Objective

인턴십에 지원한 목적

- Extend my career and experience the field of Logistic and Freight Forwarding while establishing a positive relationship with associates in an international company.

Education

University of California, Los Angeles (학교이름)

Bachelor of Arts, Sociology (전공명)

** 부전공과 복수전공 있을 시 기재

Los Angeles, CA (지역, 국가)

December 2013

Experiences

Rosemead College of English

Counselor Assistant (포지션)

Torrance, CA(지역, 국가)

February 2013 - March 2014 (기간)

- Helped students with enrollment and transfer process
- Monitored teachers performance evaluation and handled employee relations counseling
- Maintained students and teachers information system records and compiled reports from database
- Maintained payroll information by collecting, calculating, and entering data
- Handled and processed international student visa
- 포지션 및 본인의 업무에 대하여 최대한 자세하게 기술
- 최신의 경력을 가장 먼저 작성하며, 파트타임 근무, 과외 활동 등 희망 업무와 관련이 있거나 자신에게 유리하다고 생각되는 내용 중심으로 기술
- 홈페이지 등 회사에 관련된 자료를 볼 수 있는 웹사이트

Skills

Computer: Microsoft Applications, Adobe Photoshop, and Illustrator

Languages: Fluent in Korean

Personal Qualities

Strong customer relation skills, multi task with organization skills, work in team structure

간략한 어구로 3 줄 정도로 기재

U.S Visa Issue History (If you don't have any issued U.S Visa, please write N/A)

Visa Type / Visa Number / Issue Date

Reference

Available upon request