**Hong, Kil Dong**

Address: 35-40 Majang-Dong, Sungdong- Gu, Seoul, 555-666, Republic of Korea

**ATTACH PHOTO**

Telephone Number(Home): 82-2-555-5555 Telephone Number(Cell): 82-10-555-6666

E-mail: [kildong@hotmail.com](mailto:kildong@hotmail.com) Skype ID: kildongno1

Date of Birth: 05/05/1990 Place of Birth: Seoul, Republic of Korea

### Country of Citizenship: Republic of Korea Country of Residence: Republic of Korea

Field of Training Desired: Sales marketing, Customer service, Business administration

Length of Program desired: 12 months

Date available to start training: 07/01/2012

**Summary of Qualifications**

Ability to prioritize, meet deadlines and work with minimal or no supervision; self motivated; keep accurate/detailed records and reports; strong analytical skills; and maintain confidentiality.

**Education**

##### **Hanyang University,** Seoul, Korea

##### Institution start date: March 2009Expected graduation date: Feb. 2014

- 2 semesters left until graduation after the internship program

Degree Type: Bachelor’s degree Field of Study(Major): Business administration, International Trade

Classes Taken Relevant to Desired Training: Principle of management, Strategic marketing, Presentation practice, International accounting

##### **Core Language Institute,** FL, USA

##### Institution start date: December 2010Graduation date: February 2011

Degree Type: Certificate Field of Study(Major): Business English

**Work Experience**

##### **Goun International, Inc.,** Seoul, Korea

Business administration (Full time)

From 6/20/2011to 8/31/2011 (Total Number of Months: around 2 months)

Tasks/Responsibilities:

* Prepared new hire, benefits and separation packages, assist with on-boarding new employees, and process new hire/termination information.
* Provided core customer service and administrative support to employees with general HR, benefits and payroll questions and concerns.
* Processed personnel action forms and assures proper approvals/disseminates approved forms

##### **Jasmine Fashion, Inc.,** Seoul, Korea

Business administration (Part time)

From 03/20/2009 to 11/01/2010 (Total Number of Months: around 7 months)

Tasks/Responsibilities:

* Emailed and faxed designs and purchase orders to China.
* Organized bank information regarding the Commercial Letter of Credit and loan payments.
* Arranged traveling schedules for trade shows and international business trips.
* Answered phone calls from customers about orders and shipping.

**Skills & Certifications**

Language skills: English - Intermediate, Japanese - Basic, Korean - Native

MS Office skills: Word – Advanced, Excel – Intermediate, PowerPoint – Basic, Publisher - Basic

Computer related other skills: Internet research – Advanced, Photoshop – Intermediate, HTML – Basic

Special Awards/Honors/Certifications:

* Driver’s license
* TOEIC score: 780
* Scholarship awarded for first semester of 2009

**Volunteer Activities**

HCM Summer Camp, AnYang, Korea

December 2011 – December 2011

Staff Leader/Camp Counselor

* Organized and designated camp counselors to camper groups.
* Led staff meetings informing of daily camp schedule.
* Worked directly with camp director to assist in various other responsibilities.