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| |  | | --- | | experience **Junior Coordinator of International affairs division**  *(September 2016 - June 2018)*  Matched with a Chinese student who majored in Korean language enhancing our language skill for Chinese and Korean. Assistant Promoter of Admission Dept.*(September 2017)* Explained how to pay tuition, get student id card and gave some tips to adjust to China.  **Assistant Promoter and Administration**  *(June 2018)*  Planned and implemented strategies for better operation. In addition, promoted services and products to walk-in customers. Any ad-hoc admin duties assigned. skillsNative KoreanIntermediate English skill for writing, reading, listening and speakingAdvanced Chinese skills for writing, reading, listening and speakingBasic Japanese skills for listening and speakingCan deal with Microsoft Word, Powerpoint and Excel | | |  | | --- | | **Date of birth:**  19.05.1998  **Nationality:**  South of Korea  **Marital Status:**  Single  **Email Address:**  [anstnwjd22@gmail.com](mailto:anstnwjd22@gmail.com) | | EducationJILIN UniversityChangchun, China International Trade of Major | |