

# GRACE PARK

2331 Blake St. Apt #306, Berkeley, CA 94704 | 415.926.0612 | gracepark54321@gmail.com

## EDUCATION

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**University of California, Berkeley**  
Bachelor of Arts in Economics

May 2015

## WORK EXPERIENCE

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### **QB3 Institute, UC Berkeley**

Berkeley, CA

*Student Assistant*

Nov 2012 – Present

- Assist in preparing lecture slides and developing teaching materials for Professor Alexander Pines' "General Chemistry" course
- Organize graphic files and photos by compressing PowerPoint files

### **Hana Tour**

Seoul, South Korea

*E-Business Intern*

May 2012 – July 2012

- Translated multiple Hana Tour's advertising proposal and e-business introductory presentation powerpoints from Korean to English
- Assisted in guiding twenty international visitors on a tour around Seoul by translating information into English and personally carrying out small talks with individuals
- Finalized customer check-in/check-out information stored within Hana Tour's database

### **Jailhouse Deli & Liquors & Bait & Tackle**

South San Francisco, CA

*Cashier*

Feb 2008 – May 2012

- Managed the cash register by processing hundreds of sales transactions and tallying the end-of-the-day cash balance
- Assisted customers in finding items and provided useful suggestions in a friendly manner
- Monitored inventory levels and made sure shelves were properly stocked
- Answered phone calls and provided replies to all questions in a professional manner

### **Alpha Summer Program**

San Francisco, CA

*Teacher*

June 2011 – August 2011

- Educated seven children ages 4-5 in kindergarten and first grade reading, language arts, and mathematics
- Coordinated weekly arts-and-crafts and science experiment lessons
- Personally mentored and focused on children who were behind the ordinary curriculum during breaks

## ACTIVITIES

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### **Grant-A-Wish at Berkeley**

Berkeley, CA

*External Committee*

Sept 2012 – Dec 2012

- Contacted and sent professional emails to local organizations/companies and other on-campus clubs in order to receive donations and promoted ticket sales for the Fundraising Gala, the club's main fundraising event held in November
- Participated in biweekly club meetings to brainstorm, arrange, and finalize plans for future fundraising events with the Event, Finance, and Internal committees
- Partook in local volunteer projects and community service activities around Berkeley and Oakland

### **Liberty in North Korea at Berkeley**

Berkeley, CA

*Awareness Committee*

Sept 2012 – Present

- Help create marketing strategies for upcoming LiNK events and documentary screenings with other members of the committee
- Facilitate the club's table and pass out customized flyers on Upper Sproul in order to spread the awareness of the human rights issues of North Korea
- Contribute creative themes and ideas for fundraising events in accomplishing the club's mission to rescue North Korean refugees

## ADDITIONAL INFORMATION

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- **Technology** Strong command of Microsoft Office (Word, Excel, and PowerPoint)
- **Languages** Fluent Korean
- **Experiences** Retail management, customer service, and academic tutoring
- **Interests** Dedicated golf player and served as co-captain of the George Washington High School's Girls' Golf Team, Shadowed a KBS (Korean Broadcasting System) representative for a week during the summer of 2012