

Geun Ho Lee

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EDUCATION

Bachelor of Business Administration, Finance and International Business Concentrations
Beedie School of Business, Simon Fraser University, Burnaby, BC, Canada Completed: May/2015

- Award: SFU Entrance Scholarship (2010)

WORK EXPERIENCE

JKS Industry, Amazon Seller Busan, Korea
October 2015 to December 2016

- Provided exceptional hospitality in order to make customers satisfied in terms of our company's products
- Was in charge of ordering, shipping and negotiating with manufacturers to sell products at Amazon
- Have marketing researched various items which are profitable and suitable to launch the products at Amazon

Simon Fraser University, *Guest Lecturer* Vancouver, Canada
September 2014 to August 2015

- Guest lecturing for introduction to Chinese tutorials at Simon Fraser University
- Introduce learning skills as an advanced Chinese user and an experienced language learner
- Organized tasks and distributed work to teach students in terms of assigned learning materials

Tealips Bubble Tea & Coffee, *Shift Leader* Vancouver, Canada
January 2014- March 2015

- Was in charge for daily cash management by keeping minimal amount of cash in the store (for safety reasons), and calculated the overall sales at the end of each shift
- Trained several staffs by teaching them about customer service, taught cash management skills
- Increased number of regular customers by delivering excellent customer service, memorizing their favorite coffees and behaving friendly and politely
- Performed all transactions accurately for multiple orders in a fast paced environment
- Maximized customer satisfaction and improved service to Korean customers by helping those with limited English
- Achieved strong multitasking skills by executing all ordering, inventory, accounting, scheduling, sales and delivery of products as an independent contractor in direct sales of educational prod

Jazzcat, *Bartender* Busan, Korea
May 2012- Nov 2012

- Served alcohol and cocktail by learning all the recipes
- Maintained a great customer relationship by communicating with customers on a daily basis

Korea Army, *administrative officer* Busan, Korea
August 2010 – May 2012

- Worked as a distribution channel manager in battalion

- Got an official commendation from the Korean Army of Chief Staff in terms of volunteer for military service
- Successfully completed all the intense training that Korean Army provided

COMMUNITY INVOLVEMENT

Saint Andrew's Kim's Parish

- Scheduled appointments for group meetings and choir practices
- Volunteered as a main vocal

Acupuncture Clinic

- Volunteered as a receptionist
- Provided customer services support and managed patients' schedules neatly

HIGHLIGHTS OF QUALIFICATIONS

- Comfortable working with people which is demonstrated through teaching, meeting with students and serving in army
- Friendly attitude and passion for helping customers demonstrated through increased customer satisfaction while working at the cafe as shift leader and bartender
- Flexibility to adapt to constantly changing environments achieved by relocating to different cities and countries which is shown in Army
- Ability to work effectively within a team, as shown by serving in the Korean Army as a team player in creating database on prospective clients and also independently as demonstrated by working as an Amazon Sales Representative
- Languages: Fluent in English, Korean and Intermediate level in Chinese, Have certification of Spanish language.

References available upon request