

# Jeewon Kim

김지원

## Contact

### Address:

-Original Address:  
328, Beonyeong-ro, Gunpo-si,  
Gyeonggi-do, Republic of Korea

### -Current Address:

Townhouse Apartments A34,  
8 Clarkson Ave, Potsdam, NY  
13699

### Phone:

+821091467857 (South Korea)  
+3152611494 (USA)

### Email:

jeekim913@gmail.com

## Skill Highlights

- Native Korean Speaker
- Collaborative
- Active listening
- Service-focused
- Decisive and Responsible
- Organized and faithful
- Adaptive fast learner

## Languages

Korean 

English 

## Programming/Tools

- Basic HTML&CSS
- Basic Premiere Pro

## Summary/Objective

A Korean communicator who values high quality service for customers. Confident in cooperating and communicating with diverse people in various situations. Experienced in developing online and offline marketing strategies.

Through this opportunity, I want to not only deliver the energy of Riviera Events Singapore to clients but also get energy from them. Moreover, the fact that I would be able to have this amazing experience to live and work in Singapore makes me more desperate. I truly desire to dedicate my effort and contribute to the growth of Riviera Events Singapore.

## Experience

**External Cooperation Team** - 09/2018 to 06/2019

**MUNIV**, South Korea

: MUNIV is an organization that creates cultural events such as concerts, talk shows, and exhibitions.

- Create corporate sponsorship proposals and result reports
- Cooperate with companies to improve the effectiveness of product promotion and the satisfaction of the upcoming event
- Plan both online and offline content to promote events and sponsorship products
- Strategize and cooperate with Management, Design, Marketing, and Project Planning Teams to create high quality cultural events.
- Communicate with various artists, musicians, and experts in a certain field for collaboration

**Server**-05/2018 to 01/2019

**Moon Shine (Wolhyang)**, South Korea

- Provide high quality service and customer experience
- Create Wine and Cuisine guide for servers to give customers the best service
- Cooperate with kitchen employees and interact with customers for diverse events held in the restaurant
- Manage part-time employee work schedule

## Education

Majoring in **Business Administration**:

- Sophomore year at **Sungkyunkwan University** (Seoul, South Korea)
- Studying Business for a semester in **Clarkson University** (NY, USA)