

**Jiyeong Lee**

Dear Hiring manager,

Please accept this letter as an expression of my interest in Internship that was posted on JobKorea. I am a highly-motivated and responsible applicant and with my relevant working experience I believe I am qualified for this position and I will prove to be valuable to the team.

I have been working at TP-Link which is a foreign manufacturer company of computer networking products. I am working in Technical support team and mainly in charge of English/Korean translation for FAQs and installation guide and support making IT project documents using MS program. I believe I have made a big contribution to the current team because I work not just fast but also meticulous. I apply for the internship for IT Infrastructure because of my interest in the electric and electronic industry and my biggest strength in translation and document management skills.

In addition to my academic projects, I am proficient and confident in my communication skills and responsibility. This foundation was built upon my work experience in retail, which I gained while working abroad in London. Working abroad also allowed me to naturally adapt to global policies and work ethic and has taught me to be open minded.

Please refer to my attached resume for additional information regarding my experience and skills. I look forward to meeting with you to discuss my qualifications and talk to you in more detail about the position. Please feel free to email me at [jiyeonglee.jay@gmail.com](mailto:jiyeonglee.jay@gmail.com) or call me at +82 10 3893 6280 if you have any additional questions.

Thank you for your time and consideration.

Best regards,  
Jiyeong Lee

**Jiyeong Lee**

Cheolsan-dong, Gwangmyeong-si, Gyeonggi-do

+82 10 3893 6280 / [jiyeonglee.jay@gmail.com](mailto:jiyeonglee.jay@gmail.com)

## Education

Mar 2016

**Sejong University**

Seoul, Korea

– Aug 2020

English Literature (B.A.) and Global Media Software (B.A.)

- Exchange Student Program: Temple University in United States for one semester
- Scholarship: received scholarship for global academic excellence for one semester during exchange program
- Cumulative GPA: 3.89 / 4.5

## Academical Projects with Relevant Courses

### English Data Project

- Created and implemented a questionnaire about brand satisfaction
- Collected and Analyzed data using the SPSS program
- Interpreted the results, presented the data in an article with information on customer brand satisfaction

### Analytics for Media Big Data

- Collected data on racial diversity of crime rates within each state in the United States
- Gained proficiency in using the Studio R program
- Interpreted the correlation between all the data found and executed presentation

### Analytics for Media Network

- Planned and executed a project that focused on sentiment analysis using the Studio R program
- Collected various forms and data through multiple servers and platforms
- Generated a creative and attention-grabbing graphic visual based off of the data collected

## Work Experience

Dec 2020

**TP-Link Korea**

Seoul, Korea

– Current

Staff Member of **Technical Support** Team

- TP-Link CMS FAQs/Product Page/IG English/Korean translation
- Customer CS response and other support

## Skills

Languages: **OPIC** IH level, **TOEIC** 955 both acquired in 2020

Computer skills: **Microsoft Office Specialist** Master level acquired in 2020, **Computer**

**Specialist in Spreadsheet & Database** Level-2 acquired in 2019

# 이지영 Jiyeong Lee

## 약력

주소 : 경기도 광명시 철산동

+82 10 3893 6280 / [jiyeonglee.jay@gmail.com](mailto:jiyeonglee.jay@gmail.com)

## 학력

2016. 03                      **세종대학교**    서울, 대한민국  
- 2020. 08                      영어영문학과 전공 & 글로벌 미디어 소프트웨어학과 복수 전공

- 관련 수업: 영어 데이터 프로젝트, 미디어 네트워크 분석, 미디어 빅데이터 분석 등
- 교환학생 프로그램: 미국 템플대학교 2019 봄학기
- 장학 이력: 글로벌 엑셀런스 장학금 수혜
- 학점: 3.89 / 4.5

## 경력 및 활동

2015. 09                      바버 (Barbour 의류브랜드)    런던, 영국  
- 2016. 07                      **세일즈 어시스턴트**

- 담당 구역의 세일즈 판매 증대 및 판매 계획 수립
- 매일 세일즈 보고서 작성 후 경영팀에 전달
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2020. 12                      티피링크 (TP-Link 전자통신기기 판매회사)    서울, 대한민국  
- 재직중                      기술지원 팀 사원

- TP-Link CMS/FAQs/Product Page/Installation Guide English/Korean 번역
- AS 업무 접수 및 처리
- 고객 CS 응대 및 기타 지원

## 언어 및 자격증

영어 자격증    2020 년 OPIC IH 레벨 취득  
                    2020 년 TOEIC 955 점 취득

컴퓨터 자격증 2019 년 컴퓨터 활용 능력 자격증 2 급 취득  
                    2020 년 마이크로소프트 스페셜리스트 (엑셀, 파워포인트, 워드, 액세스)  
                    자격증 취득

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