

Education

- ✚ **KangSeo High School (Korea)**
Graduated in 2002
- ✚ **University of Nankai (China)**
Graduated in 2008
Bachelor of Art in Chinese
Language and Literature
- ✚ **Everett Community College**
Student Language Program
(Sep. 2010 - Aug. 2011)
- ✚ **City University**
Business Program with ELL
Endorsement
(Mar. 2015 – Dec. 2016)

Experience

- ✚ **Project Management**
- ✚ **Apartment Management**
- ✚ **Product Presentation**
- ✚ **Sales**
- ✚ **Engineer's Assistant**
- ✚ **Translator**
- ✚ **Curriculum Development**
- ✚ **Customer Service**
- ✚ **Military Training**

Skills & Strengths

- ✚ **Speak English, Korean, and Chinese (Mandarin)**
- ✚ **Microsoft Office Programs**
- ✚ **In-Sight Program**
- ✚ **Acute Problem Solving**
- ✚ **Detailed Oriented and Organized**

Work Experience

United States Post Office Mail Carrier (March 2017 – current)

- ✚ Sort and deliver mail and packages to residences and business establishments along specified routes by walking and/or driving.
- ✚ Carefully plan and manage deliveries for efficiency.
- ✚ Maintain all USPS policies and procedures including productivity and safety standards.
- ✚ Maintain accurate records of deliveries and important notices.
- ✚ Inspect and maintain vehicle supplies and equipment such as gas, oil, water, tire, lights and brakes to ensure proper working condition.
- ✚ Communicate regularly with colleagues and customers to ensure quality of service.

Favis Technical Sales Representative, Team Lead, Engineer's Assistant, Translator: Seoul, South Korea (July 2012 – January 2015)

- ✚ Refer and close sales of automation factory equipment.
- ✚ Consult and address the needs of customers and provide prompt solutions to questions and problems.
- ✚ Manage and carry out various projects while supervising team members: both domestic and foreign.
- ✚ Practice effective communication with both team members and the management team.
- ✚ Some of the projects I have taken charge of include DYK (China), Hyundai WIA, and BHMC (China).
- ✚ Trained and worked as an engineer for our Vision System Automation factory project in China.
- ✚ Translate from Korean to English and Chinese for foreign transactions.

Apartment Manager, South Korea (October 2011 – January 2015)

- ✚ Managed finances for a five-story apartment located in the busiest city in the country (Seoul).
- ✚ Provided quality customer service by promptly responding to both prospective and current customer questions and complaints.
- ✚ Ensured quality of life for tenants by performing property maintenance as needed.

Served in the Korean Navy (May 2008-May 2010)

- ✚ Trained and performed duties in the navy.
- ✚ Translated for the officer when illegitimate Chinese ships were caught crossing the border.

Short Term Work Experience

Cash Transporter (Mar 2012- July 2012)

- ✚ Ensured that cash was properly delivered to various machines.

Cartier Translator (September 2011 -- January 2012)

- ✚ Provided customer service to Chinese customers.
- ✚ Translated for various company projects.
- ✚ Was offered a promotion within three months of employment.

Korean Market cashier and clearance (Winter 2006, 2007)

- ✚ Cleared out stocks and earned a couple hundred dollars income every month in the market.
 - ✚ Balanced cash register before and after work.
 - ✚ Ensured customer satisfaction and resolved problems quickly.
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Volunteer Work

Korean School teacher (September 2019 – currently paused due to COVID)

- ✚ Teach Korean to elementary school students at a church.
- ✚ Develop engaging curriculum to help first generation Korean American children connect with the language of their parents.

Church Small Group Leader (April 2011-August 2011)

- ✚ Trained for and led discussions in the young adult group.
- ✚ Hosted events as an emcee.

Volunteers of America (Fall 2011)

- ✚ Joined the Volunteers of America - Western Washington during my year in the USA.
- ✚ Helped with food arrangements and distribution for the homeless.

Senior Outreach (Summer 2010)

- ✚ Led small group meetings and supervised plans for the outreach.
- ✚ Painted homes and murals in a village for the senior residents.
- ✚ Performed Korean traditional dances for the elderly village residents.
- ✚ Ensured all outreach activities were carried out, including setup and cleanup.

Middle School Teacher (Nov 2009 – Mar 2010)

- ✚ Taught Chinese to students in a small town during my military service.
- ✚ Developed good mentor-student relationships with students who lived in an underprivileged neighborhood that did not provide any foreign language education at the time
- ✚ Foster students' interest and excitement for learning about the Chinese language and culture.