Bora Kim

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I am a highly motivated and organized person, who strives to take on new responsibilities and challenges, and make sure they are done in timely manner.

I am looking for a new opportunity in New Zealand to learn and develop my skills and to use my customer service and marketing experience.

**Skills**

* Highly organized
* Micro software
* Exceptional customer service
* Culturally sensitive
* Manageable Social Media
* Quick learner
* English, Korean, Japanese
* Adaptive
* Friendly and outgoing
* Proficient in Adobe Photoshop

**Employment Experience**

November 2019 to present: Front of House staff

**Columbus Coffee (Mount Wellington Mitre 10 Mega branch)**

• Communicating with customers

• Taking orders / Handling POS system and cash

• Making coffees and beverages

• Maintaining a high standard of customer service attitude

June 2019 to November 2019: Cashier

**Smart Sushi (Sylvia Park Shopping Centre branch)**

• Welcoming customers

• Handling cash

• Taking special orders

• Maintaining a high standard of customer service attitude

March 2016 to December 2018: Marketing assistant

**Gimhae Nakdonggang Railpark**

• Planning team monthly rosters

• Managing social media

• Writing press release articles

• Assisting the making a contract with tourist agencies

• Preparing and operating seasonal events

• Ordering and recording the office supplies

• Taking national/international reservations through e-mails, website

• Opening/Closing setup for the ticket office

• Selling tickets and assisting customers

• Cash up and making daily reports

• Training new staffs

May 2014 to February 2016: Personal Assistant of the president

**Gimhae Arts and Sports Center**

• Organizing the schedule of president

• Preparing the place for meetings with team managers

• Managing social media

• Ordering the office supplies

• Assisting the tasks of the management team

• Greeting president’s visitors

August 2013 to November 2013: Sales assistant at dunhill (Luxury Menswear brand)

**dunhill, Lotte Duty Free Shop in Busan International Airport**

• Selling the merchandises

• Maintaining the high customer service

• Providing after sales care to customers

• Organizing merchandises and keep stock records

September 2011 to March 2013: Sales assistant at LONCHAMP (Luxury French brand)

**LONGCHAMP, Lotte Duty Free Shop in Busan International Airport**

• Selling the merchandises

• Maintaining the high customer service

• Providing after sales care to customers

• Organizing merchandises and keep stock records

• Making weekly reports

**Education/Certifications**

• **Bachelors of French**

Dong-A University, Busan, Republic of Korea

• **JLPT N1 Certification**

Japan Foundation/Japan Educational Exchanges and Services

• **Barista Part One**

New Zealand School of Food & Wine

• **IELTS Academic: 6.5**

British council

**Social Media**

• **Instagram** @ghrailpark

• **Facebook** <https://www.facebook.com/railpark7887/>

Managed above social media by December 2018

**VISA**

• **Working Holiday Visa (expired 26th June 2020)**