GYUMIN LEE

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PROFESSIONAL SUMMARY

- Language skills: Korean (Native), English (Full Professional Proficiency)
- Experienced in customer service, administrative duties

WORK EXPERIENCE

BCM English Academy | Seoul, South Korea   **Dec 2021 – Present**
English Teacher

- Delivered English language lessons for adults helping them to acquire a proficient level of English speaking
- Planned English lessons with various English teaching methods

Embassy of the Republic of Korea | Washington, D.C., USA   **March 2015 – Nov 2015**
Administrative Assistant for General Affairs Section

- Assisted visitors from various backgrounds with directional and informational inquiries in English and Korean languages
- Maintained official website, Facebook page of the embassy both in Korean and English
- Performed routine clerical duties including data entry, phone calls, managing inventory
- Translated facilities management/maintenance contracts from/to English and Korean
- Performed research on US administration and protocol system

Edmonds Community College | Washington, USA   **June 2011 – June 2012**
Front Desk Assistant for International Student Services Office

- Provided Korean-English/English-Korean interpretation for newly arrived Korean speaking international students
- Processed international applications for admission as well as visa related applications for enrolled students

VOLUNTEER & ACTIVITIES

Olympic Games Rio 2016 | Rio de Janeiro, Brazil   **Aug 2016**
Volunteer – Interpreter (language team)

- Assisted various Korean national teams with translation and interpreting services during interviews and press conferences

Korea's Island Dokdo | Minnesota, USA   **September 2012 – June 2014**
University of Minnesota Student Group - Vice President & Public Relations Coordinator

- Hosted Korean history session (Dokdo Day) that attracted 200 people on/off campus
- Promoted Korean culture among students on campus

Minneapolis Public Schools | Minnesota, USA   **Jan 2014 – Jun 2014**
Volunteer- afterschool teacher

Resource Center for Refugees | Minnesota, USA   **September 2013 – December 2013**
Volunteer - English Tutor for Somali Refugees

EDUCATION

Samsung Software Academy For Youth | Seoul, South Korea   **Jan 2022 – Present**
· Software training program hosted by Samsung Electronics
· One year software development course
· Languages/frameworks included: HTML, JavaScript, Python/Django
· Development tools(git, GitHub, GitLab), Software algorithms, project management and collaboration, software development lifecycle

Veritas Law | Seoul, South Korea   **Jan 2017 – Oct 2021**
· Specialized private course for students preparing for the Korean foreign service officer test
· Courses taken: International law, constitution, micro and macroeconomics, international economics and international politics, PSAT(public service aptitude test)

Universidad Nacional de Colombia | Bogota, Colombia   **Jan 2016 – Jul 2016**
Spanish language course for foreigners

University of Minnesota Twin Cities | Minnesota, USA   **Sep 2012 – Dec 2014**
Bachelor of Arts in Global Studies

Pontifícia Universidade Católica | Rio de Janeiro, Brazil   **July - August 2013**
Exchange Student – Extensive Portuguese course

Edmonds Community College | Washington, USA   **August 2010-June 2012**
Associate of Arts
High School Diploma – High School Completion Program

ADDITIONAL SKILLS

Languages Korean(native), English(advanced), Spanish(intermediate)
Programming language Python, CSS, HTML
Tool git, GitHub
Microsoft Office Suite Word, Excel, PowerPoint