



SERYEONG KYUN

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EDUCATION

HANKUK UNIVERSITY OF FOREIGN STUDIES

Seoul, Korea

Bachelor of Law

Feb. 2014

- **Study-abroad program:** Department of Law at Fudan University (Fall 2009)

TECHNICAL SKILLS

- **Programming:** R, Python
- **Database Management:** SQL, MySQL, PostgreSQL
- **Version Control:** GitHub
- **Word Processing:** Microsoft Office Suite

WORK EXPERIENCES

ÉXITO STUDY CENTER

Premium private study spaces with personalized learning support

Seoul, Korea

Founder and Owner

Dec. 2018–Present

Regulatory Compliance & Data Protection

- Ensured compliance with data privacy and business regulations, maintaining ethical business practices in a digital environment.
- Developed internal policies for secure customer data management, improving operational transparency and regulatory adherence.
- Monitored digital interactions and online reputation, implementing proactive measures to address potential risks and misinformation.

SUWON MUNICIPAL GOVERNMENT

Gyeonggi-do, Korea

Public Officer, Department of Parks and Green Spaces

Apr. 2018–Dec. 2018

Policy Compliance & Regulatory Analysis

- Ensured compliance with municipal regulations and environmental policies by standardizing park resource management and procurement procedures.
- Assisted in policy evaluation by analyzing budgetary and procurement data, identifying inefficiencies, and recommending process improvements to enhance operational efficiency.
- Monitored contract compliance and vendor performance, ensuring adherence to service agreements and municipal environmental guidelines.

HALLA CORPORATION

Leading construction company specializing in infrastructure and residential projects

Seoul, Korea

Legal Operations Analyst, Corporate Legal Affairs Division

Jan. 2014–Jan. 2016

Legal Risk Assessment & Compliance Analysis

- Conducted legal risk assessments on construction defect and subcontract cases, identifying key dispute patterns and implementing risk mitigation strategies.
- Assisted in regulatory compliance monitoring, ensuring adherence to corporate legal policies and government construction regulations.
- Performed contractual liability analysis, supporting corporate decision-making in dispute resolution and contract negotiations.

Legal Decision-Making & Contract Analysis

- Utilized legal case management software to track contract disputes, analyze litigation trends, and develop proactive risk assessment models.
- Developed data-driven contract templates and automated workflows, streamlining legal document processing and minimizing delays caused by legal proceedings.