

Hyo-Yeon (“Angie”) Kim

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PERSONAL ATTRIBUTES

- **Effective Communication/ Interpersonal Skills:** Articulate communicator. Proficient delegation skills. Appreciate various different communication styles necessary for optimal staff and customer engagement in ranging scenarios.
- **Honest and Reliable:** Steadfast morals and ethics entrenching loyalty, honesty, responsibility and reliability.
- **Flexible:** Adaptable and flexible to support last-minute demands and changes while making strategic contingency plans. Comfortable in dynamic environments and situations, recognising the importance and necessity of flexibility and accommodation of others and change in a fluid world and industry. Strategically resilient.
- **Time Management:** Naturally a person who prioritises and manages time by allocating tasks, noting due dates, delegating where necessary and ensuring deadlines are always met – early, if possible.

EDUCATION

Tertiary Education
University of Sydney
Bachelor of Laws/ Bachelor of Arts (Media and Communications)

High School
Baulkham Hills High School
2013 graduation; ATAR 98.05
ALL band 6s except E3 for English Ext 2 major work

PROFESSIONAL WORK EXPERIENCE

NSW Gov | Department of Customer Service

Internship 2021 Jan-April

- Involved in ICT procurement including supplier meetings and contract negotiation
- Helped manage and organise sharepoint migration to the TPA Digital Service catalogue

Law clerk | Martin & Bell Solicitors

2014-2015

- Involved in large scale workers compensation cases including with court hearings and settlements
- Helped file and lodge paperwork and court work including statutory declarations and motions, statements of claim, etc in civil cases.
- Assisted in the preparation, sorting and review of findings letters and communication delivered to customers.
- Drafted letter, email and internal communication and constantly liaised and calibrated with all staff on the project to maintain consistency and cohesive work as a unit via communication at all times.

Media | CB Exec

Internship + Work 2018-2019

- Wrote freelance journalism for CB Exec on various topics including mountain biking
- Performed research into topics of interest
- Engaged in online publication writing including reviews catering to a specific audience looking to purchase various specialized products

Tutoring | Sushi Deluxe Parramatta

- Engaged in waitressing and customer service in a fast-paced environment

- Learned people management, including catering to regular clientele
- Developed sushi-making and food preparation skills in a culinary, commercial setting

Tutoring | Home

2014- 2015

- Tutored HSC students from selective schools one-on-one in English Advanced and English Extension 1 - helped them achieve band 6 in both subjects

2013-2016

- Tutored Knox Grammar student from year 9 through to year 12 in English, English Advanced, English Extension 1, English Extension 2 and Modern History

2014-2017

- Tutoring a Western University student studying the Bachelor of Business/ Bachelor of Commerce

Tutoring | A1 Legacy, South Korea

2019-2020 (current)

- Tutored Primary School kids in a small classroom setting in English and Science
- Tutored Year 7, 8 and 11 students privately in essay writing
- Helping develop English learning curriculum for secondary school children in Seoul, South Korea

ACHIEVEMENTS

2011

- Was part of Salvation Army's Red Shield Appeal
- Fundraised for Jeans for Genes & Daffodil Day
- Walked in JDRF Walk to Cure Diabetes & ran in Variety, the Children's Charity Santa Fun Run
- Completed work experience at a sushi joint

2014

- Ran in City 2 Surf as part of the Sydney University Law Society's appeal for Headspace
- Hospitality-specific Certifications (Attained in 2014)

2015

- Fundraised for Jeans for Genes

2016

- Volunteered as a Rescuer & Foster Carer (and member) of WIRES (NSW Wildlife Information, Rescue and Education Service) after completing the Rescue and Immediate Care Course (RICC)

REFEREES

Ben Saul

Challis Chair of International Law
Professor of International Law and an Australian Research
Council Future Fellow at the University of Sydney
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Kevin Walton

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Director, Julius Stone Institute of Jurisprudence
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