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|  | | P*h*oto here | | |  | | **J-1 Intern/Trainee Program** | | | | | | | | | | | | | |  | |  | |
|  | |  |  | | | | | | |  | | | | | | | |  | |  | |
|  | |  | **First & Last Name** | | | | | | | |  | | | | | | | |  | |  | |
| **University** | | | | | | | |  | | | | | | | |
| **Major** | | | | | | | |  | | | | | | | |
| **Desired Field of Training** | | | | | | | |  | | | | | | | |
| **Skype ID** | | | | | | | |  | | | | | | | |
| **Available Start Date** | | | | | | | |  | | | | | | | |
| **Exp. Graduation Date** | | | | | | | |  | | | | | | | |
|  | |  | | |  |  | | | | | | |  | | |  | | | | | | |  | |
|  | | **Contact** | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address** | | | | (Include Zip Code) | | | | | | | | | | | | | | | | | | | | |
| **KakaoTalk ID** | | | |  | | | | | | | | **Cell Phone** | | | | |  | | | | | | | |
| **Email** | | | |  | | | | | | | | **Home Phone** | | | | |  | | | | | | | |
| **Date of Birth** | | | |  | | | | | | | | **Place of Birth** | | | | |  | | | | | | | |
| **Country of Residence** | | | |  | | | | | | | | **Country of Citizenship** | | | | |  | | | | | | | |
| **Emergency Contact** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name** | | |  | | | | | | | **Phone Number** | | | | |  | | | | | | | | | |
| **Relationship** | | |  | | | | | | | **Email** | | | | |  | | | | | | | | | |
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|  | EDUCATION | | | | | | |  |  | | SKILLS | | | | | | |  |  | CERTIFICATES | | | | | | |  |
|  |  | | | | | | |  |  | |  | | | | | | |  |  |  | | | | | | |  |
|  | 00000 University, Seoul, South Korea  **Major**: International Business Language  **(Minor):**  **Type of Degree:** Bachelor’s Degree  **Institution Start Date:** March 02, 2014  **(Expected) Graduation Date:** September 2018  **Number of Semester Completed**: 7 Semester (4 years)  **Classes Taken Relevant to Desired Training:**  Strategic marketing, Presentation practice, Principles of International Trade, International Trade Practice, Business Talk, Business Writing, Business Presentations in English | | | | | | |  |  | | **Language Skills:**  \*English– Advanced  \*Korean – Native  \*Chinese – Intermediate  **MS Office Skills:**  \*Word - Intermediate  \*Excel – Basic  \*PowerPoint – Intermediate  **Computer Related Skills:**  \*Photoshop – Intermediate  \*Illustrator – Beginner  \*Movie Maker - Basic | | | | | | |  |  | **Special Awards/Certification:**  \*Driver’s License  \*Microsoft Certificates  \*Design Award | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **PROFESSIONAL EXPERIENCE** | | | | | | | | | | | | | | | | | | | | | | | | |

1. **00000 Inc.,**Seoul, South Korea

Position: Operations (full-time or part-time)

From MM/DD/2018to MM/DD/2018(Total Number of Months: **6** months)

Supervisor Name: Gildong Park        Supervisor Position: Director

Work Phone Number : 010-0000-0000        Work E-Mail Address: inc@companyname.com

**Tasks/Responsibilities**:

* Designed, implemented and managed 000 project.
* Managed the sales report
* Created strategies for business.

1. **00000 Inc.,**Seoul, South Korea

Position: Assistant of professor (full-time or part-time)

From MM/DD/2016to MM/DD/2017(Total Number of Months: **6** months)

Supervisor Name: Gildong Park        Supervisor Position: Director

Work Phone Number : 010-0000-0000        Work E-Mail Address: inc@schoolname.edu

**Tasks/Responsibilities**:

* Prepared materials for classes, assist with professor
* Conducted free sampling events and promoted new products to customers
* Managed the sales report

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| **VOLUNTEER ACTIVITIES** |

1. **Ulsan Orphanage     /** Staff Leader **/**December 2013 – March 2014

* Assisted manager to plan programs
* Arranged materials with teacher

1. **Children’s Museum, South Korea     /** Staff Member **/**December 2013 – March 2014

* Helped pick up discarded programs after performance
* Directed guests to seats/entrances/exits