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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** |  |
|  |
|  | 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

|  |
| --- |
| **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