**NAME**

ABC vill 111, 11, World cup-ro 111beon-gil, Guro-gu, Seoul-si, Gyeonggi-do, Republic of Korea, 11111

+82-10-1111-1111, abc@naver.com

# EDUCATION

**Ajou University**, Suwon, Republic of Korea

*Bachelor’s Degree in* ***Business Administration***, Cumulative GPA: 3.80/4.50

*Relevant Coursework*

* Financial: Principle of Economics, Principles of Accounting,

# EXPERIENCE

**ABC Company,** Seoul, Republic of Korea July 2016 to September 2016

*Intern*

* Managed customer service requests and information

**XYZ Research institute**, Seoul, Republic of Korea September 2013 to June 2015

*Researcher*

* Researched foreign markets to export Korean products

**Office of International Affairs in Ajou University**, Seoul, Republic of Korea March 2012 to December 2012*Intern*

* Assisted foreign students to adapt to Ajou University’s life and made presentation for orientation

# VOLUNTEER ACTIVITIES

**Buddy Program**, Suwon, Republic of Korea March 2016 to June 2016

*Volunteer*

* Helped foreign students apply for classes

**World Friends Korea**, Hanoi, Vietnam March 2013 to June 2013

*Volunteer*

* Cleaned up elementary school and introduced Korean culture to kids

# CERTIFICATES, AWARDS & SCHOLARSHIPS

* **Certified Public Accountant** by the XYZ
* **Microsoft Office Specialist 2013 Master (Excel Expert, PowerPoint, Word)** by Microsoft
* **The Best Member of the ABC Project** by ABC Company
* **Ajou Scholarship (Spring 2014)** by Ajou University

# SKILLS

* **Programming Language**: PYTHON
* **Language**: English (Fluent), Korean (Native)

# OTHER EXPERIENCE

**Seoul Foreign Language School**, Seoul, Republic of Korea March 2009 to December 2009

*Learned French for a year*

**Jakarta International School**, Jakarta, Indonesia October 2004 to September 2005

*8th Grade Student*