

Name  
Phone  
Email Address

### SKILLS

Strong intercultural & multitasking skills, detail-oriented (capable of analyzing trends and variances), fluent Korean, excellent computer skills.

### EDUCATION

**Yonsei University**, Seoul, South Korea **Feb 2012**  
Master of Business Administration  
Cumulative GPA: 3.84 / 4.0

**Ewha Womans University**, Seoul, South Korea **Feb 2010**  
Bachelor of Business Administration  
Cumulative GPA 3.52 / 4.0

**Study Abroad, Copenhagen Business School**, Copenhagen, Denmark **Spring 2008**

### WORK EXPERIENCE

**Amway Korea - Global direct selling company**, Seoul, Korea **Feb 2014 – Jul 2014**  
*Data analyst*, Amway Plaza Support Department

- Controlled monthly Amway Plaza outsourcing related operation budgets - reduced monthly expense (approx. \$37,000) by detecting error in company's calculation
- Negotiated with 5 outsourcing companies and updated annual business scorecard format
- Delivered monthly Amway plaza sales reports for management (14 Amway plazas located nationwide)
- Designed and delivered monthly Amway plaza operation performance reports for management
- Delivered monthly reports of change in Amway plaza's consumer perception about Amway business for management (also designed and executed survey needed for the report)
- Delivered Amway plaza summary performance reports for global headquarters
- Occasionally supported events within Amway plazas (grand opening, English tour)

**Kantar Health Korea (TNS Korea) - Global market research agency**, Seoul, Korea **Jun 2013 – Sep 2013**  
*Research Executive*

- Delivered final reports and supported final presentations to management
- Developed client relationship by preparing project proposals, contracts and attending client meetings
- Teamworked with fieldwork, data process and visual graphics team to prepare final reports
- \*Engaged in 6 projects and supported 10 non-engaged reports

**IMS Health Korea - Global healthcare information & solution provider**, Seoul, Korea **Jun 2012 – Jun 2013**  
*Administrative Assistant*, Consulting Division

- Prepared contract, project progress tracking report and project closing documents
- Occasionally did project background research and translation
- Occasionally prepared meeting minutes for management with key clients
- Supported country principal with daily administrative assistance
- Teamworked with operation team to improve efficiency of CRM system and trained new employee how to use the system

### OTHER SKILLS

Fluent in Korean / Proficient in Word, PowerPoint, Excel (Certified Microsoft Office Specialist)