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**Jihyun (Jessica) Kim**

* Address :우편번호포함

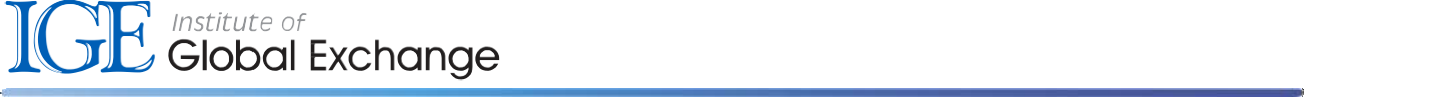
# Home : +82-

* Mobile : +82-
* D.O.B. : MM/DD/YY

• Email: Daum 등 국내 이메일 계정 대신

Google, Yahoo 등을 사용

# Skype ID: 사진



## Objective

인턴십에 지원한 목적

* + Extend my career and experience the field of Logistic and Freight Forwarding while establishing a positive relationship with associates in an international company.

## Education

**University of California, Los Angeles** (학교이름) Los Angeles, CA (지역, 국가) Bachelor of Arts, Sociology (전공명) December 2013

\*\* 부전공과 복수전공 있을 시 기재

## Experiences

**Rosemead College of English** Torrance, CA(지역, 국가)

Counselor Assistant (포지션) February 2013 - March 2014 (기간)

* + - Helped students with enrollment and transfer process
    - Monitored teachers performance evaluation and handled employee relations counseling
    - Maintained students and teachers information system records and compiled reports from database
    - Maintained payroll information by collecting, calculating, and entering data
    - Handled and processed international student visa

• 포지션 및 본인의 업무에 대하여 최대한 자세하게 기술

• 최신의 경력을 가장 먼저 작성하며, 파트타임 근무, 과외 활동 등 희망 업무와 관련이 있거나 자신에게 유리하다고 생각되는 내용 중심으로 기술

• 홈페이지 등 회사에 관련된 자료를 볼 수 있는 웹사이트

## Skills

Computer: Microsoft Applications, Adobe Photoshop, and Illustrator Languages: Fluent in Korean

## Personal Qualities

Strong customer relation skills, multi task with organization skills, work in team structure

간략한 어구로 3 줄 정도로 기재

## U.S Visa Issue History (If you don't have any issued U.S Visa, please write N/A

Visa Type / Visa Number / Issue Date

## Reference

Available upon request