**Gaon Na**

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(778) 320 – 1094, nagaon50@gmail.com

Qualification Summary

- Strong interpersonal skills & a dedicated team player

- Self-motivated with positive attitude

- Willingness to learn and adaptable in fast-paced environments

- Excellent time management and organizational skills

- Good trainee and trainer

- Customer service oriented and an effective problem solver

- Computer proficient, MS office

Work Experience

**Cashier & Clerk** Smithe Salad, *Vancouver* Aug 2016 – Feb 2017

Grocery Market

- Greet customers on the arrival into the store

- Answer customers’ questions, and provide information

- Serve fresh juice and salad and organize the ingredient as needed

- Keep fresh merchandise rotated

**Photo Editor & Photographer** Vanmedia, *Vancouver* Aug 2016 - Dec 2016

Media Marketing Company

- Edit photograph using an extensive range of technical equipment

- Work and photograph in different circumstances to get the right image

- Discuss the concept the customers require with other photographers

**Marketing Assistant** JnD Education Consulting, *Vancouver* Feb 2016 - May 2016

Canada International Exchange Development Agency

- Planned social networking marketing strategies

- Posted and managed Facebook page, Instagram, and blog

**Server & Cashier** TAEHILIA, *Seoul, Korea* Jan 2016 - Feb 2016

Korean restaurant & bar

- Served and maintained operation of the store

- Provided excellent customer service

- Handled cash transaction and customer complaints

**Sales Manager** REDFACE, *Headquarter, Seoul, Korea*  Aug 2013 - Mar 2015

Manufacturer of outdoor clothes and accessories

- Managed the stores’ operation including its sales, cleanliness, and workers

- Developed sales reports, distribution plan and analyzing market trends

- Be responsible for optimizing the display of new products

**Sales Manager** *4th Asian Indoor & Martial Arts Games Incheon 2013* June 2013

- Managed ticket sales of each game and operation of ticket booths

**Teaching Assistant** Dongduk Women University, *Seoul, Korea* Feb 2011 - Aug 2012

- Guided and consulted students

- Prepared the lecture helping instructors

- Planned and held special lectures for the students

Education

SELC Career College Vancouver Feb 2016 - Jul 2016
Advanced Business Program

PSE English Language School Seoul, Korea Apr 2015 - Sep 2015

Sports Industry Marketing Seoul, Korea Mar 2013 - Jul 2013

Business Manner & Self Leadership Seoul, Korea May 2013
& Communication

Dongduk Women University Seoul, Korea Mar 2007 - Feb 2011
Bachelor’s Degree of Physical Education

Volunteer work

Cleaning up in Gastown Project Feb 26, 2016

Delivering briquette in Korea every winter 2011 - 2016

Additional Skills

Graphic Technology Qualification

2nd prize in the marketing idea contest

Workplace Hazardous Materials Information System Certification