**Heejin Kim**

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**Summary**

Highly organized and responsible with interests in Sales, business and communication. Able to communicate fluently both in Korean and English. Having experience of working in Sales field for one and a half year. Grown up in foreign country; a multi-cultured and highly enterprising individual with interests in global negotiations and cross-cultural studies. Full-time work available from June, 2017.

**Education**

**1. Duksung Womens’ University (2011-2016)** Seoul, Korea

**Bachelor of International Trade**
Graduated: February 2016

GPA – 3.75/4.50

**2. Thiel College (2014-2014)** Pennsylvania, USA

**Bachelor of Business Administration**

Attended: 2014.01-2014.07 (1 semester)

GPA-3.65/4.0

**3. Clague Middle School (2004-2005)**  Michigan, USA

Attended: 2004.01-2005.01 (2 semesters)

**Working Experience**

**1. Full Time Job as an Sales&Marketing (2015.12 - Present)** Seoul, Korea
***Tricycle***
*Department of E-Commerce Sales&Marketing*

**Responsibilities:**

Management of E-Commerce Sales and Marketing

* Development in e-commerce promotion & alliance
* Management in Sales(Weekly, Monthly, Annually) & business profit
* Cooperate with internal and external stakeholders to successfully penetrate E-market
* Analyzing the data and reviewing the results of promotion

**Achievements:**

* In-depth insight of E-Commerce channel, trend and market industry
* Well management and communication with internal and external stakeholders
* Meet the point of consumer trends and shopper insight

**2. Internship in Purchasing Department (2015.01 - 2015.02)** Seoul, Korea

***POSCO***

*Department of Raw material Purchasing*

**Responsibilities:**

In charge of research Steel Market conditions so that the company can purchase or supply the product in a timely manner

* Research Steel Market Conditions on regular basis
* Managing Shipping Documents

**Achievements:**

* Got in depth understandings of supply and demand according to the domestic and overseas market conditions
* Able to assist Company to timely purchase raw materials

**3. Internship in Planning Department (2014.09 - 2014.12)** Seoul, Korea

***Korea Importers Association***

*Department of Planning*

**Responsibilities:**

Promoting International trade between foreign countries and member companies

* Researching Data of foreign companies
* Matching trade between foreign companies and member companies

**Achievements:**

* Got in depth understandings of international trade
* Constructing KOIMA Website
* Improved leadership by guiding numerous meetings

**Activities**

Member - American Conservation Experience (2014.05 – 2014.07)

Member - Trade Remedy Contest for University Student (2013.06 – 2013.11)

Team Leader - Exhibition for small and medium sized companies (2013.04 – 2013.05)

Member – Volunteer as Elementary school English Teacher (2012.09 – 2012.12)

Member – Volunteer Service for seniors at community center (2012.01 – 2012.08)

Team Leader – Club of Korean traditional percussion music (2011.03 – 2016.02)

**Awards and Certificates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Name** | **Achieved** | **Date of Issue** |
| Language | Test of English for Int’l Communication (TOEIC) | 910 | October 2016 |
| Language | Test of English for Int'l Communication (OPIC) Speaking | Advanced Low | October 2016 |
| Skills | Foreign Trade English  | 1 level | September 2013 |
| Skills  | Trade Administrator  | nongraded | August 2013  |
| Skills  | Certified Professional Importer | nongraded | November 2013  |
| Skills  | MOS Master 2010 | Master | August 2014  |
| Skills  | Driver’s License | Auto | October 2014  |
|  |  |  |  |

**Skills**

**1. Communication and Negotiation:**

* Well management in cooperative companies from the Sales working experience
* Highly organized in price and product negotiations from the Sales working experience
* Diverse experiences in interpreting on presentations in front of many officers and business professionals at an auditorium hall

**2. E-Commerce & Trading knowledge with executive skills:**

* Highly experienced in E-sales & trading from the work experience in Sales & Marketing Department
* Have several certifications regarding Trade & Distributions
* Studied International Trade & Business administration as a major

**3. Computer Skills:**

* Able to manage Microsoft Word, Excel and Power Point
* Able to partner with non-professional contributors to create professional content

**4. Language:**

* Bilingual in Korean and English

**5. Social Skills:**

* Able to Socialize actively with any foreigners with the understanding of their diverse cultural backgrounds

**References**

Available upon request

**Details**

I studied International Trade and Business administration as major and deeply interested in working for Canon. My academic focus pertains to international sales and business. My previous experience as an Online sales&marketer, greatly encouraged me to look for opportunities to contribute to the Sales field and strategies to penetrate new markets. I also learned importance of market conditions by doing an internship at Purchasing & Market research department.

As I am a progressive person and I am competent at communicating with numerous stakeholders, I am certain that my experiences and qualities make me a qualified applicant for Canon.

* **Ability to making sales and implement new market penetration strategies**

During my time at Tricycle as an Salesman(Sales&Marketer), I participated in analyzing the current type of market conditions and needs on a monthly basis. Also, I was in charge of making alliance with brands which is deeply needed in market demand. I used the information gathered, to suggest special promotion method aimed at improving sales, such as advertisement and online selling. By making alliances with new brands, I contributed to increase average sales of 20% compared to the previous year. By working closely with affiliated companies and related departments, I built series of innovative promotions and products that responded to a customer-oriented marketplace. My ability to establish strategy and sales delivered a great quality of output on time.

* **Ability to negotiate and communicate with professionals at all levels**

Working as a sales&marketer, I learned how to well communicate with cooperative companies and negotiate with product price. By communicating with countless affiliated companies in regard to contracts, price and commission, it made myself become very confident in making people comfortable amid conversations or negotiations. These skills would be very useful to work and communicate with internal and external stakeholders.

* **Demonstrated leadership with strong verbal and written communication skills**

I expanded my leadership and problem solving skills by leading the college club with students from several universities. Most of my tasks required planning events with verbal and written communication skills. I organized the details of themes and promotions and divided the work according to the members’ strength and responsibility. As a result, not only we could complete the events successfully, but also made a profit from club earning business. These activities have developed my skills to work as part of a team member and have taught me responsibility for managing an activity at professional levels.

* **Challenge of consciousness with open-minded personality**

I would describe myself as a bold, highly progressive and enterprising person. I always consider my life extremely valuable and try my best not to take small things for granted. Throughout my whole life, I have been living and traveling in different countries and have faced countless obstacles and difficulties. In an effort to overcome such problems and to adjust to novel conditions, I became a highly extrovert person and the one who have flexible attitudes towards continuous rendering circumstances. Meeting new people was never a burden for me but it was actually huge opportunity for me to learn and discover the new things. Clearly interacting with such people and tasks, it made myself very confident in making people comfortable amid conversations.

Such abilities that I have been accumulating through diverse experiences would definitely contribute to Canon by being the one of the most supportive employee.

I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Heejin Kim

2017-05-21