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| **Ji Eun Lee**  11 Yeonseo-ro 48-gil, Eunpyeong-gu, Seoul, South Korea  **Phone:** +82) 10 – 6857 – 0725 **Email:** ljune1764@gmail.com |

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| **Objective** | To obtain the position of Internship at Canon Korea |

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| **Education** | **Dongguk University** (Seoul, South Korea) March 2009 – August 2017  Bachelor of Food Science and Technology / Bachelor of Business Administration  **Global Village** (Toronto, Canada) August 2011 – June 2012  English Language Program  **Korea International School in Qingdao** (Qingdao, China) March 2006 – February 2009  **No.57 Middle School in Qingdao** (Qingdao, China) March 2003 – February 2006 |

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| **Work Experience** | **SONY Australia Limited** (Sydney, Australia) February 2014 – November 2014  Coordinator   * Managed account vendors and regularly updated sales information using internal tracking systems to increase sales and plan potential marketing promotions * Analyzed monthly and quarterly sales forecasts using past sales data and market trend * Responsible for Pan-Asia Workflow System (PAWS) and Promaster (T&E) programs to support sales and marketing budget and expense management * Developed education training and user-guide manual for internal employees to be familiar with the upgraded internal T&E system called Promaster * Researched business industry information and benchmarked other competitive firms’ marketing promotions, campaigns and created business reports to management * Provided excellent customer service and resolved customer inquiries via email/phone * Managed purchase order, invoice receipts and financial payment documents via SAP * Translated business reports, documents and presentation files in English and Korean * Liaised positive relationship with cross-functional teams, business vendors, and clients |

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| **Leadership Experience** | **Dongguk Association Union** (Seoul, South Korea) August 2012 – August 2015  Team Leader   * Managed online and offline marketing strategies for promoting extracurricular activities and associations in the campus; increased new student members by 70 percent * Planned and executed marketing events and activities such as flash mob viral campaign in collaboration with other association/club members and event participants * Incorporated digital marketing campaigns through social media channels (Facebook, Twitter, Instagram, KakaoTalk) and created promotional contents and images * Conducted weekly meetings and assigned individual tasks to each member * Developed marketing materials such as posters, brochures, banners and PPTs * Communicated with school administrators and executive members to launch marketing events and increase awareness of new events to students and prospective members |

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| **Language/Computer** | Native Korean and fluent in English (OPIC AL, Cambridge FCE)  Fluent in Chinese (HSK Grade 6, OPIC IM2)  Advanced level of MS Office (MOS Master Certification)  Advanced level of Adobe (Adobe Certified Association Illustrator CC 2013 Certification)  Advanced level of SAP, Esker, PAWS, Promaster (T&E) programs |