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| Personal statement | Accomplished, detail-oriented, passionate professional graduate seeking a career in Marketing, Supply Chain or Operations field.  I graduated from the University of Auckland in July 2016 with a Bachelor of Commerce – double majoring in Economics and Supply Chain and Operations Management.  Throughout my time at university I have managed to maintain various jobs which have allowed me to develop and maintain a work-life study balance. This experience has allowed me to develop my communication and time management skills which I believe will be a valuable asset to me and future employer.  I hope to utilize these skills alongside my Marketing / Economics and Operations experiences throughout my career in an exciting and challenging environment. |
| Skills & Abilities | * Computer Skills * Advanced – Word / Intermediate – Excel, Power Point , Project * Advanced internet Research skills * Excellent interpersonal communication skills * Experienced supporting business relations * Strong interpersonal and social media skills via continuous communication to satisfy clients * Excellent written, verbal and presentation skills from creating reports and writing essays * Bi-lingual : Fluent in both English and Korean * Ability to work in a team environment * Able to report effectively to management and work closely with team members and partner companies |
| Professional Experience | Kuwait AI-Zour Import Project as Document Controller, Hyundai Engineering*[Feb 2017 – July 2018]* -Responsible for coordinating Outgoing Correspondences between Company and Contractor  -Handle incidental documents log  -Expedite the Overdue Correspondences and Weekly/Monthly reports  -Supported Project Procurement document  -Ensuring all documents are as up to date as possible within Electronic filing system.  -Coordinate and arrange schedules for partner companies. English teacher, chungdam learning*[Aug 2016 – Nov 2016]* -Teaching Elementary/ Middle students  -Organizing categories for lessons  -Consulting students and controlling grades for each levels |
| ]Education | The University of Auckland*[Mar 2013 – jul 2016]* A BACHELOR OF COMMERCE   * Double majored in Economics, Supply Chain and Operations Management  Hillcrest High school *[AUG 2010 – DEC 2012]*  Studied – Calculus, Statistics, Economics, English, Japanese  NCEA Level 2, 3 Endorsed with MERIT |

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| Extra co-curricular | Oceania Leadership school *[July 2013-Dec2013]*   * Dealt with diversity with good humors * Adapted to and made the best of unforeseen circumstances * Recognized skills in others and matches them with appropriate tasks  Auckland University Student Association (AUSA)*[Mar 2013 – Dec 2013]*  * Constantly interacted with the executive members of AUSA and marketing Korean culture. * Took Responsibility for organizing the 2013 AUSA camp programs, which approximately 65 students attended.  international association *[mar 2011 – DEC 2012]*   * Associated and organized annual events for culture day as leader of Korean students. * Controlling and managing related events and members to promote Korean foods and customs. |