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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
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| 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, JapaneseNCEA 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.
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