**Jueun Lee**

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| EDUCATION | **Hanyang University,** Ansan, Korea  ***Bachelor of Arts, Advertising* March 2013 - February 2018**  G.P.A. 3.77/4.5 |
| WORK EXPERIENCE | **P&G Korea**, Seoul, Korea  ***Part-timer****, CMK Team* **August 2018**   * Supported to arrange the sales and marketing data for each brand and sales channel for analysis the correlation of them * Improved data analysis skill and Excel skill   **Hanyang University**, Ansan, Korea  ***Program Coordinator,*** *Office of International Affairs* **March 2018 - June 2018**   * Managed budgets for overseas dispatch programs and overseas internships * Selected participants through the process from evaluation documents to interview   **Edelman Korea**, Seoul, Korea  ***Account Executive Intern,*** *Brand Team* **November 2017 - February 2018**   * Managed invoices for each project and made a monthly invoice report * Made daily news monitoring reports, coverage reports, monthly reports and updated a media list * Translated reports, articles and etc. from English to Korean or Korean to English * Achieved practical marketing skills for global brands   **LG Electronics Deutschland GmbH**, Frankfurt, Germany  ***Sales Assistant Intern,*** *Information Display* **March 2017 - August 2017**   * Made a weekly allocation report which shows delivery dates of shortage products by using data such as order lists, current stocks, shipment plans and etc. for sharing with KAM and clients * Managed orders by archiving originals, following up every day and communicating with the SCM Department * Enhanced knowledge of the sales department and developed analysis skills of sales performance data |

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| ACTIVITIES | **Korea-Japan Student Workshop**, Kwansei Gakuin University  ***Participant* February 2017**   * Took lectures about the relationship between Korea and Japan and made a presentation with Japanese students * Expanded knowledge about the Japanese society by debating and doing teamwork |
| VOLUNTEER ACTIVITIES | **Hanmille,** Office of International Affairs, Hanyang University  ***Mentor* September - December 2016**   * Helped international students to get used to life in Korea * Developed English speaking skills by communicating with mentee   **Samsung Dream Class**, Samsung Dream Scholarship Foundation  ***Mentor* March - December 2014, March - December 2016**   * Taught English to middle school students after class and helped them find their dream by inspiring and advising them |
| HONORS | * **Paldo Advertising Contest,** *Bronze Medal Awarded* **December 2016** * Suggested the rebranding of ’Dosirak’ and made a marketing plan using IMC Strategy * **Dean’s List,** *2 semesters* * **Cum Laude** |
| SKILLS | * **Computer Skills:** Excel, Word, PowerPoint, Outlook * **Language Skills:** native in Korean, fluent in English and Japanese * Experienced in using **Oracle GERP** |
| CERTIFICATEs | * **TOEIC (935), OPIc (AL), JLPT (N3)** |