

1216room 729-24 Bongcheon-dong
Gwanak-gu S.KOREA
TEL : +82-2-835-4993
Christine

OBJECTIVE

Conscientious, even-tempered recent graduate seeking position as Secretary.

QUALIFICATIONS

- Excellent communicator, in person and in print.
- Learn quickly. Understood office procedures. Very organized.
- Complete assignments on schedule.
- Eager to apply my skills and make a contribution to my employer.

EDUCATIONS

B. A. ○○○ Woman's University, Seoul, 1999
Major : Office and Convention Administration

○○○ International College, Swanage, England
Sep. 1997 - Apr. 1998
General & Business Course

RELEVANT COURSES

- Business English Conversation & Correspondence
- Administrative Secretarial Practices
- Filing
- Accounting
- Human Relations
- Office Automation
- Presenting
- Office Management
- Organization & Staff Theory

TECHNICAL SKILLS

- Operating software package : Windows, MS-WORD, Excel, Powerpoint, MS-outlook, Hangul 97, Internet
- Korean typing ; 400 strokes per minute
English typing ; 80 wpm

AWARDS

A reward for regular attendance, ○○○ girl's high school

ACOMPLISHMENTS

- English volunteer Interpreter, '97 Winter Universiad Game, Muju Korea, Dec. 1996 – Jan. 1997.
- Elected to student body offices as vice president, XXXX girl's high school, 1993–1994.

REFERENCES

Available upon request