**Amy K. Sim**

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**Objective:** \_\_To broaden my knowledge in a thriving company and to bring forth my skills, which my employer will benefit from.

**EDUCATION**\_\_New York University, New York, NY

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\_\_\_\_Overall GPA 3.4

BA Degree in Leadership Management and Minor in International Business

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\_\_Ingelmoor High School, Kenmore, WA

\_\_September 1996- June 1999

                               High School Diploma, June 1999

**EXPERIENCE**\_\_**Pop English,**Banpo, Seoul

\_\_English Teacher, June 2010-present

Teaching elementary/junior high students, focused on writing, reading and pronunciation, made own tests for final, gave out comments for each of my students, small classrooms gave enough room for “1 on 1” type of environment.

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**Avalon English,**Ilsan, Korea

\_\_English Teacher, February 2009-May 28, 2009

Taught elementary students, daily prep work for class teachings, concentration in reading and writing, assigned/graded essays.

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**Mirai Wellness Spa,**Brooklyn, NY

Manager, July 2005-October 2009

Data Input, ordering, hire/fire, dealt with large sums of cash on a daily basis (i.e. tills, atm’s, deposit/withdraw from bank), answering phones, managed approximately 15 employees.\_\_\_\_

**The Liebman Melting Partnership,**New York, NY

\_\_Receptionist, (p/t) January 2007-June 2007

Type proposals and contract agreements, preparation for meetings, used excel for petty cash recordings, ship/receive to/from FedEx and other mailing companies, messenger services, and other various duties around the office.

**SKILLS**\_\_Windows, Mac, MS Office (Word, Excel, PowerPoint)

\_\_Fluent in English and Korean; familiar with Spanish and Nepalese