**Curriculum Vitae**

Of

Job Applicant

**Eui Jung Hwang**

**Personal Details**

**Last Name:** Hwang

**First Name:** Eui Jung

**Gender:** Male

**Marital Status:** Single

**Birth date:** July 13, 1987

**Nationality:** South Korean

**Contact phone number:** 010-2399-3284

**Email address:** mail2jung@mail.com

**Professional Experience**

**2005-2006**: Part-time English language tutor for Korean students

 Employer: Self-employed

 Location: Manila, Philippines

 Responsibilities: Tutored 6 Korean students a week, ranging from grade 2 to 7

 Tutored on their current school lessons, homework, and Basic English

**2006-2008:** Part-time English language tutor for Korean students

Employer: SamChung Learning Center

Location: Manila, Philippines

 Responsibilities and Accomplishments: Taught Korean Students ranging from grade 6 to 10

 Lectured on Speaking, Writing skills and in Confidence Development Classes

 Initiated the Confidence Development Class

**2008-2009**: Interpreter and Company Representative

 Employer: KP Energy, Ltd. (Philippine Office)

 Location: Manila, Philippines

Responsibilities and Accomplishments: Regularly assigned as corporate meeting interpreter and research meeting interpreter

 Represented the company in formal introductory meetings with Philippine government officials and other organization personnel

**2009-2010:** Full-time English language instructor for Korean students - three months (during Seasonal English Program)

Employer: Ee Bo young Talking Club, Bono

 Location : Ansan Gyeonggido, South Korea

 Responsibilities and Accomplishments: Taught Korean Students ranging from grade 4-7

 Lectured on Speaking, Writing, and Grammar

**Education**

**Tertiary Education:** Southville Foreign University Manila, Philippines – Major Course in Global Marketing Administration (2006- 2008)

**Secondary Education:** International Christian Academy Manila, Philippines (2000-2006)

**Primary Education:** International Christian Academy Manila, Philippines (1994-2000)

**Skills and Training**

**Computer Proficiency:** Win (95, 98, 00, XP, Vista) Microsoft Word, Excel, Power point, Database, Outlook

**Language Proficiency:** English, Filipino, Korean

**Self Introductory**

Please consider my qualifications, as summarized below and on the attached résumé, for a position of Teaching English. I believe that the experience I have gained over the years teaching English professionally with empathy and compassion would be sufficient. I would like to let you know that I have high energy levels and enjoy personal involvement and creativity. Possess an energetic, enthusiastic, and creative style; My performance characterized as loyal and hard-working. Proficient in various computer software packages for WordPerfect, Win (95, 98, 00, XP) Excel, PowerPoint, Database, and Spreadsheet.

My qualifications also include:

- Well-developed verbal and writing English skills sufficient to prepare effective written communications and presentations to small groups.

- Ability to establish solid rapport with diverse individuals; possesses a caring, friendly, committed personality.

- Able to handle a demanding work load; able to multi-task, and take on additional tasks as well as responsibilities.

- Communication and interpersonal skills, gained from group work through volunteering in community activities.

- Strong administrative, organizational skills with an ability to embrace change in a calm and professional manner.

- Good problem solving skills sufficient to analyze problems and develop as well as recommend alternatives or solutions, which are gained through experience in various customer services.

In addition, I have enjoyed a reputation for being a very hard-working, intelligent, and industrious individual. My motivation is to completely utilize my accumulated experience and knowledge to the fullest extent possible, becoming a valuable asset for the right choice. I would appreciate the opportunity to interview with you.

Thank you for your consideration.