**So Hyun Jenny Park (박소현)**

Goyang City, Ilsandong-gu,

**Education University of London- International Programme (Online)**

 B.Sc.- Accounting and Finance/ October 2015

 **George Mason University- Songdo, Korea (Transferred)**

B.Sc.- Management/ March-July 2015

 **Independent Learning Centre (ILC) - Toronto, Canada**

 Ontario Secondary School Diploma (OSSD) /January 2013

 **Kookje Fashion Design Occupational Training College – Seoul, Korea**

 Fashion Design Vocational Training Certificate – May 2010

 **Northview Heights Secondary School – Toronto, Canada**

 Ontario Secondary School Diploma (OSSD)/ 2006-2009

**Work Experience**

 **Joanne’s Book Club Dec 2015-Present**

-teaching English as a second language to Korean students between primary grade 1 to middle school students

 -grammar, listening, comprehension, writing, reading

-manages student English studies with a complement of library reading system

-developing new contents and curriculums for the immersion programs

 -assessing and evaluating students outcomes

 -keeping records of improvements and evaluations of students

 -counselling parent-teacher interviews

 **JFNB Jul 2015 – Nov 2015**

 Co-worker

 -providing and interpreting financial information

 -analysing change and advising accordingly

 -formulating strategic and long-term business plans

 -managing a company’s financial accounting, monitoring and reporting systems

-producing accurate financial statements, business activity reports to specific deadlines

-managing budget

-keeping record of legal documents within the company

-bank duties

-managing daily expenses

-Oversaw cash transactions, cash reconciliations, account payments, account receivables, and other accounting duties according to company policies

 -ensuring and navigating company’s values and goals

**World Bank Group Korea Week 2015**  June 2015

 *Internship*

-Assisting overall management of conference event celebrating 60 years of partnership between Korea and WBG

-Supporting and assisting panel discussions

-gathering and organizing documents concerning the conferences

-translating paper works, documents, and ppt files for guest speakers and VIPs

-interpreting business meetings between VIP guests

**Joyful English School** 2015 Jan – 2015 July

 *English Instructor*

 -teaching English as a second language to Korean students between the ages of Grade 1-6

 -developing new contents and curriculums for the immersion programs

 -assessing and evaluating students outcomes

 -keeping records of improvements and evaluations of students

 -counselling parent-teacher interviews

 -managing and presenting annual exhibitions to promote the program to the public

 **DeBase Boutique** Oct 2014- Sept 2015

 *Founder*

 -Oversaw all aspect of the boutique operations from planning to purchasing

 -Managed customer transaction both cash and card payments

 -Managed inventory control of all merchandise

-Researched for new and current trends that can help the business in succeeding and to offer customer or client satisfaction

-develop new strategic ways for targeted sales

 -navigating business strategies, goals and values

**Kids Club Institute** 2014 Jan – 2014 Dec

 *English Instructor*

 -teaching English as a second language to Korean students between the ages of Grade 1-6

 -developing new contents and curriculums for the immersion programs

 -assessing and evaluating students outcomes

 -keeping records of improvements and evaluations of students

 -counseling parent-teacher interviews

 -managing and presenting annual exhibitions to promote the program to the public

 **Canadian Language and Culture Institute** 2013 – 2014

 *English Instructor*

 -teaching English as a second language to Korean students between the ages of 5-15

 -developing new contents and curriculums for the immersion programs

 -assessing and evaluating students outcomes

 -keeping records of improvements and evaluations of students

 -counselling parent-teacher interviews

 -managing and presenting annual exhibitions to promote the program to the public

 **K-Beauty Expo** October 2013

 *Interpreter*

-Under KOTRA organization, interpreted and arranged buyer’s meeting between domestic and foreign buyers

 -Planning and scheduling business meetings

 -Assisting foreign buyers while staying in Korea

 **World Food Expo** May 2013

 *Interpreter & Event Supporter*

 -Interpreted buyer business meetings between foreign and domestic buyers

 -Planning and scheduling business meetings

 -Assisting foreign buyers while staying in Korea

 **Forever 21** 2010-2011

 *Head Cashier*

-Ensured cash associates to follow accounting policies, safety procedures and customer service standards

-Oversaw cash transactions, cash reconciliations, account payments, account receivables, and other accounting duties according to company policies

-Managed customer transaction both cash and card payments

-Welcoming customers, providing assistance and respond to their concerns

-Trained newly hired cashiers on accounting procedures and company policies

-develop new strategic ways for targeted sales

 -perform bank deposits and withdrawals according to established policies

-generate cash related documents and account reports

-identify and communicate any accounting related issues to management promptly

-ensure that merchandise are properly displayed, stocked and labeled

**Dreamschool** 2009 July – 2010 July

 *English Instructor*

 -teaching English as a second language to Korean students between the ages of Grade 1-6

 -developing new contents and curriculums for the immersion programs

 -assessing and evaluating students outcomes

 -keeping records of improvements and evaluations of students

 -counselling parent-teacher interviews

 -managing and presenting annual exhibitions to promote the program to the public

**Volunteer Work**

**Dail Community Organization – Seoul, Korea** Fall 2013

 *Camp Cook & Supporter*

 -serving, preparing meals, and living together with the homeless for Senior Public Homes in Seoul

 **Dream English School** Jan-July 2012

 *English Teacher*

 -teaching English for ESL students between the ages of 10 to 16

 -taught primarily English for speaking, listening, writing, and reading comprehensions

 -lesson planning, developing curriculums, parent interviews, student assessments

 **YoungNak Presbyterian Church** Summer 2012

 *Camp Instructor & Art teacher*

 -organized various craft centers for children from local orphanages to take active participation

 -counseling students about goals, educations, and personal questions

 -planning and budgeting for the camp expenses

 **Northview Heights Secondary School - Toronto, Canada** 2009 - 2010

 *School Liberian*

 -Inputting book data into computer database

 -Shelving relevant books by category

 -Order materials and maintain records for payment of invoices

 -Establish and manage the budget for library and information services, technology and media

 -Ensure an accurate inventory of resources

 -Enter cataloguing data into the library’s automated system

 **Copper Coin Arts (CCA) - Toronto, Canada** Jan-May 2009

 *Event Manager & Designer*

 -coordinated the use of recycled items to create new products to showcase for a fashion show

 -designed various items (wallets, belts, bags) from recycled items

 -developing projects for sustainable environment

 -fundraising to provide monetary funds for those in need

**Honors & Awards**

George Mason University- Korea Scholar Award March 2015

Honour Roll Certificate each semester (High School) 2009 - 2013

**Skills & Abilities**

Confident/Clear verbal fluency in English and Korean

 Strong ability to lead, communicate and motivate team members

 Proven strong analytical and numerical skills

 Ability to plan an organize-to meet time deadlines

 Strong work ethic (taking initiative and responsibility)

 Enthusiastic towards new ways of working

 Driver’s license

**Hobbies & Interests**

Enjoy reading legal thriller novels (Michael Connelly)

Managing bank accounts/ Organizing Financial Reports

 Yoga/Badminton/Hiking/Knitting

 Flute/Piano/Dog Walks