**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