



Hello,

My name is Sophia Park.

I have reviewed the job wanted postings and I would like to posted, my background and skills coincide well with your needs. In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision. I look forward, to hearing from you concerning your hiring decision. If you have any questions, please give me a call. I am available for immediate hire. I will be more than happy to discuss salary requirements upon consideration.

Please review my resume highlights below.

Thank You!

Sophia Park

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A highly professional and achievement oriented sales associate is seeking a position that will fully utilize an extensive background in customer service, sales, client relations and merchandising. Retail related skills motivated with ability to work well independently or as a team member. Desire a position that will provide challenging opportunities to significantly contribute to a company's efficiency, organization, growth and profitability.

#### Resume Highlights

Current Career Level:

Manager (Manager/Supervisor of Staff)

Years of relevant work experience: 5+ years of administrative experience

#### Work Experience

- Extensive knowledge of English Language and ability to interact with children of diverse backgrounds
- Demonstrated ability to work with the students in the International Student Programs
- Highly skilled in creating an environment suitable to the maturity, interest, and abilities of students
- Able to provide social and emotional support for English Language Learners
- Bilingual – Fluent in English and Korean
- Liaised effectively between students, families, and staff
- Teach English as a Second Language to classes of 5-10 students
- Tailor lessons according to student needs
- Conduct activities that target confidence, perception, vocabulary building, pronunciation practice and grammar

ACCOUNTING, ADMINISTRATIVE, MANAGEMENT, SALES, SUPERVISION, EMPLOYEE TRAINING, RELATIONS, CUSTOMER SERVICE, INVENTORY AND ORDERING SKILLS  
-MICROSOFT OFFICE (INTERMEDIATE)

-EXCELLENT ORGANIZATIONAL SKILLS

-OUTSTANDING CUSTOMER SERVICE SKILLS

EDUCATION

AMERICAN UNIVERSITY - INTERNATIONAL BUSINESS MAJOR

LANGUAGES PROFICIENCY LEVEL

ENGLISH FLUENT - FULL KNOWLEDGE

KOREAN FLUENT - FULL KNOWLEDGE

WORK STATUS: US - I AM AUTHORIZED TO WORK IN THIS COUNTRY FOR ANY EMPLOYER.

VISA STATUS F4

US CITIZENSHIP