

GRACE KIM

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1251 Promontory Lane
Marietta, GA 30062
404-455-3849

Education **Boston University, School of Hospitality Administration** Boston, MA
Bachelor of Science, *Cum Laude* - May 2009

Experience
Summer 2006 **Immanuel Summer School** Atlanta, GA

Fourth and Fifth Grade Teacher

- Taught students Language Arts, Math, and English
- Made lesson plans and prepared materials for class
- Planned events and activities
- Watched over and took care of the students

08/04- 05/05 **The Korean-American School of Atlanta** Atlanta, GA
Teacher Assistant

- Helped children with their work
- Graded exams, homework, and worksheets
- Worked with teachers in creating lesson plans
- Bookkeeping and clerical work
- Assisted teachers in any additional needs

05/03 - 11/03 **Kumon Learning Center** Atlanta, GA
Tutor

- Helped children with reading and math
- Graded papers, exams, and worksheets
- Assisted managers in organizing and ordering supplies

Summer 2001 **Vacation Bible School** Atlanta, GA
Teacher

- Taught children Bible stories and lessons
- Organized activities and games
- Watched over and took care of the students

Activities **Team Participant**, Cornerstone Church of Boston One Love 2009 Missions
Administrative Assistant, Boston University Occupational Health Center
Secretary, Boston University College of Arts and Science Forum

Additional Working Experience:

Human Resources Intern, Mandarin Oriental, Boston

Food and Beverage Intern, The New York Palace Hotel

Catering Services Intern, InterContinental Sydney

Catering and Sales Extern, Sheraton Suites Fairplex, Pomona

Food and Beverage Intern/Supervisor, Sheraton Boston

Guest Service Agent (Front Desk Intern), Boston Park Plaza Hotel and Towers