

Jane Doe

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EDUCATION

Fashion Institute of Technology at SUNY Korea

Associate in Applied Science Degree; Fashion Business Management, GPA: 3.65/4.0

Incheon, Korea
Aug 2019-June 2021

PROFESSIONAL EXPERIENCE

American Red Cross

Internship

Seoul, Korea
December 2020-February 2021

- Organized vendor invoices using excel and contributed in checking statewide expenses
- Assisted in business operations including procurements and supplies
- Developed excellent communication skills through networking and cooperating with others

Mulawear

Internship

Incheon, Korea
June 2020-August 2020

- Participated in various marketing meetings and campaigns
- Contributed in translation of documents on fashion issues into English for website publication
- Developed observational and marketing skills related to current fashion trend

SUNY Korea Career Development Center

Work Study Research Assistant

Incheon, Korea
March 2020-June 2020

- Researched internship opportunities from job search sites including Job Korea, Incruit, and LinkedIn
- Designed and drafted CDC's Instagram posts to promote CDC's various programs
- Supported several events hosted by the CDC such as Career Talk to You, Career Design School, etc.

CAMPUS INVOLVEMENT

A Club

Club President

Incheon, Korea
January 2020-December 2020

- Planned weekly meetings, and led group debates on current economic issues
- Provided assistance to fellow students regarding the business school admission process

Bridge (Building Relationships in Diverse Global Environment)

General Member

Seoul, Korea
January 2020-July 2020

- Participated in various international association events and built relationships with U.S. students
- Planned weekly meetings for international issues and gave presentations on global issues

C Club

General Member

Incheon, Korea
August 2019-December 2019

- Participated in annual cultural activities and trips and developed international perspectives
- Established knowledge and skills through workshops and seminars

SKILLS & CERTIFICATIONS

Native speaker of Korean and proficient in English

Advanced in Photoshop and Adobe Premier

Microsoft Office 2007 Specialist (MOS) Master (Word, PowerPoint, Excel, Outlook)