**Najung Kim**

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**OBJECTIVE**

To obtain a teaching position at a language school

**EDUCATION**

**University of Nevada Las Vegas** **(2004 August ~ December 2009)**

* Bachelors degree - Hotel Management

**Irvine High School** **(2002 September ~ 2004 June)**

* Diploma

**Hanyoung Foreign Language High School (2000 March ~ 2001 May)**

* Department of French

**INTERNSHIP**

**Double Tree hotel, Carson (2008 May ~ 2008 June)**

* Server-Greeting people, serving food, preparing and cleaning all the utensils
* Room Service-Answering phone, taking room orders, delivering food
* Kiosk member-Brewing coffee, handling cash register

**Clarion Hotel, Los Angeles (2009 August ~ 2009 October)**

* Check-in and check-out procedure
* Handling cash register
* Answering phone calls to make reservations

**WORK EXPERIENCE**

**English Teacher at SLI (2010 June ~ Present)**

* Teaching English to elementary, middle, and high school students

**Sales at Melissa Bleu (2009 October ~ 2010 May)**

* Organizing junior women clothes
* Handling register
* Answering phone calls

**Sales at June New York-Fashion Show Mall, Las Vegas (2009 January ~ 2009 April)**

* Organizing shoe stocks
* Handling register
* Answering phone calls

**Private tutor (2009 February ~ 2009 June)**

* Providing curriculum tutoring and guidance to students having academic difficulties

**Server and Cashier at the Japanese Restaurant** **(2006 September~2007 August)**

* Cashier –Answering phones, handling cash register, getting customer’s order, sitting customers
* Server-Greeting customers, serving food, preparing and cleaning all the utensils

**Sales at R Jewelry, Korea (2006 February ~ 2006 August)**

* Placing orders on the requested merchandise
* Organizing jewelry
* Handing all tasks for selling

**Volunteer work at Mandalay Bay, Las Vegas**

* Carrying and setting furniture on the pool beach for the private party

**COMPUTER SKILLS**

* Microsoft Office (word, power point, excel)

**LANGUAGE SKILLS**

* English, Korean

**OTHER SKILLS**

* Food Safety Certificate
* CPR