(612) 454-8696Andrew Carter

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***Education***

**Seoul, Korea**

**Yonsei University**

**2012- 2013**

* Study of Korean language
* Scholarship Recipient

**St. Paul, MN**

**Hamline University**

**2004- 2009**

* B.A. in German
* Undergraduate Coursework included German Business, International Relations, Intermediate Japanese, Language Phenomenon, Statistics
* Study Abroad for one semester in Germany

***Employment***

**Sourcing Specialist**

**Minneapolis, MN**

**Target Corporation**

**2013**

* Performed troubleshooting operations with shipping grids to ensure purchase orders arrived on time at distribution centers and stores
* Acted as a liaison between Target Import Operations, Target India, Target Sourcing Services
* Initiated item setup and maintenance in company database

**English Instructor**

**Seoul, Korea**

**E-Spirit Academy**

**2010-2012**

* Developed creative ideas and solutions to business to enhance learning of elementary students
* Streamlined curriculum, created visual aids and tailored daily lessons to fit individual and group needs

**English Instructor**

**Bucheon, Korea**

**Chungdahm Academy**

**2009-2010**

* Chosen to represent the company during quarterly client meetings
* Collaborated with native Korean peers to meet strategic goals

**Office Generalist**

**St. Paul, MN**

**Hamline University**

**2005-2009**

* Planned and conducted student events, meetings and retreat
* Managed sensitive student information and access

***Leadership Experience***

**Chairperson**

**Multicultural Alliance**

**2008-2009**

* Charged with fostering support among diverse and ethnic groups
* Managed team of 7-10 volunteers
* Created theme for retreat and managed event logistics

***Languages and Skills***

* Proficient and experienced in Korean, Japanese and German
* Lived, studied and worked in Korea for four years
* Proficient in Microsoft tools