Hyun Hee Kim

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# Personal Statement

My career objective is to work in a positive environment where my contributions are valued, and my skills and work experiences are fully utilised. I am an active, passionate, enthusiastic and responsible person who can manage time very well. Not only am I capable of working in a team, but I can also work individually under pressure. I love meeting new people as I think people are one of most important factors in life. I can speak both Korean and English fluently. With my education, experience and unique multicultural background I believe I have much to offer.

# Education

**Certificate in English Language Teaching to Adults (CELTA)**

July 2017 – September 2017

**University of Auckland**

Bachelor of Commerce (Information Systems, Operation Management)

February 2013 – November 2015

**Cashmere High School**

National Certification of Educational Achievement Level 3

(Biology, Physics (2nd Place), Chemistry, Mathematics with Calculus (2nd Place), Mathematics with Statistics (First Place)

January 2000 – December 2005

# Work History

**Manager**, Wycola Dairy, Christchurch, New Zealand

September 2005 – December 2017

* Inventory management and reordering stock from 10+ distributors
* Presentation of store and advertising displays
* Provide excellent customer service and build rapport with the community
* Generate daily to do list and order forms as products change
* Working within policy and standards to ensure quality assurance
* Provide feedback to manager on products, general enquires and issues
* Liaising with the police to create an efficient security plan in case of a robbery
* Meet sales representatives to discuss new promotions

**Employee,** Coffee Culture, Bush Inn, Christchurch, New Zealand

September 2012 – November 2012

* Taking customer orders
* Food preparing
* General customer services

# Personal Skills

**Teamwork**

* Played basketball for around 10 years and indoor football for 2 years. I have played basketball for our church and came 1st place twice.
* Proven leadership and teamwork skills. Lead our church basketball team as a coach to come 2nd place.
* Working with 5 other employees at Coffee Culture. Providing a positive atmosphere with jokes and laughs.

**Communication Skills**

* Familiar with Microsoft Office skills including Word, Excel, PowerPoint. Also academic writing, editing, presentation of data.
* Effective communication. Can listen to instructions and act with minimal guidance, fast adaptability.
* Interpersonal skills such as building relationships with customers and co-workers.

**Other Skills**

* Problem solving skills and critical thinking skills.
* Experience with Enterprise Resources Planning systems, including SAP module implementation.
* Adaptability and flexibility. Open to new ideas and concepts and can adapt fast to changes, a quick learner.
* Positive attitude and energy. Energetic, loves being positive.

# Achievements and Extracurricular Activities

* Christchurch Logos Church Basketball Team
* Dunedin Evergreen Church Basketball Team
* Organised fundraising at Christchurch Logos Church
* Youth group leader at Christchurch Logos Church
* Cashmere High School Basketball Team
* Cashmere High School Table Tennis Team

# Interests and Hobbies

I love socializing with people. I have played basketball since intermediate and have met diversity of people with different backgrounds. In my spare time I love playing on the computer, socialising with friends, playing football/basketball, going to the gym to stay fit and love to travel.

# Referees

**Young Chool Kim**

Owner of Wycola Dairy, Christchurch

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