**이름 (본인의 이름, 성을 적어주세요. 예: Minho Kim, Haena Park)**

Current Address: 3530 Wilshire Blvd. Suite 1150, Los Angeles, CA 90010, USA\*본인의 우편번호를 포함한 Full 주소를 적습니다.

**ATTACH PHOTO**

Telephone Number (Home): +33-5-555-5555 Telephone Number (Cell): +33-5-555-5555

E-mail: janedoe@email.com Skype ID: janedoe \*Skype ID 가 없는 경우에는 새로만들어서 적어주세요.

Date of Birth: 08/05/1990\*월/일/연도 **순으로 적어주세요.** Place of Birth: Manila, Philippines

### Country of Citizenship: Philippines

Field of Training Desired: Marketing, Administration

Length of Program Desired: 12 months

Date Available to Start Training: 10/01/2015 \*본인이 미국에 입국가능한 가장빠른 날짜를 적습니다.

**Profile**

A communications specialist with over two years of experience in marketing, advertising and sales, seeking to learn from and influence the business industry in the US hand-in-hand with an inspiring organization. Hands-on knowledge in developing and implementing core marketing and sales strategies to drive established KPIs, including broad-based skills related to organizing events, promo campaigns and developing key customer relationships. \*본인이 고용주에게 어필할 수 있는 강점을 써주세요.

**Education**

Bachelor’s Degree in Marketing

ABC University, Manila, Philippines

##### September 2009 – Expected Graduation Month, Year (\_\_ Semester left until graduation) \*인턴쉽을 참여하고 복학했을 경우, 졸업예정날짜와 졸업식까지 남은 학기수를 적어주세요. 졸업하신 분은 그냥 졸업날짜 적으시면 됩니다.

Relevant Courses: Sales Negotiation, Leadership Development, Marketing Psychology, Internet and Mobile Marketing, Social Media Marketing, Public Relations, Marketing and Creative Strategy, Project Management, Management Economics \*반드시 본인이 이수한, 또는 이수중인 과목을 적어야하며 본인의 영문 성적증명서에 나온 과목명을 그대로 적어주셔야 합니다.

**Work Experience**\*본인의 전공, 또는 지원하고자하는 포지션과 관련이 있는 경력을 써주시면 좋지만, 그런경력이 없다면 관련없는 경력이라도 일단은 써주시기 바랍니다.

##### Advertising Account Manager (Full-time)

##### Company XYZ, Inc., Manila, Philippines [http://www.companyxyz.com]

July 2014 - Present

Responsibilities/Achievements:

* Facilitated and executed ad campaigns using Facebook, Twitter, and Google Ads, SEM and SEO initiatives
* Managed social media and website assets including the planning and implementation of the client’s social content plan
* Evaluated post-campaigns using key digital metrics and created improvement reports for application in the next campaigns

##### Project Account Manager (Full-time)

##### ABC Communications, Co., Manila, Philippines [http://www.abccommunications.com]

January 2014 – June 2014

Responsibilities/Achievements:

* Won two new project accounts – Dillinger Planning Inc. and Bankers Investment Inc. with a total estimated worth of $10 million for 2013 sales
* Received company distinction and awards for Outstanding Performance in Projects Sales & Collection for two succeeding quarters for achieving a total weighted performance of 150% & 100.6% for the 2nd and 3rd quarters respectively

**Skills & Certificates**

Languages: Tagalog - Native, English - Fluent, Mandarin - Basic

Computer Skills: MS Word – Advanced, Excel - Intermediate, PowerPoint - Intermediate, Outlook – Advanced, Adobe Photoshop CS4 – Basic, Google Adwords & SEM – Basic\*자격증의 유무와 상관없이 현실적으로 활용가능한 정도를 써주시면 됩니다. 자격증이 없다해도 잘 다룰줄 안다면 Advanced 로 써주셔야 합니다.

Certificates/Awards:

* Certificate of Accomplishment in Social Psychology by Wellesley College (October 2014)
* Social Media Marketing Specialist Course by Certified Digital Marketers Program – IMMAP (May 2014)

**Activities**

COPION, Cambodia

April 12, 2010 – April 24, 2010

Volunteer worker

* Assisted in various activities and helped care for children
* Planned activities and educational curriculum for children

Korea Children Unit, Korea

September 12, 2009 – February 21, 2010

Volunteer worker

* Taught basic computer skills to children

**Military Service** \*남학생만 써주세요. 여학생은 삭제해주시면 됩니다.

* Enlisted in the army in March 2013
* Honorably discharged from the army in December 2014