**Eunhye Han**

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| **EDUCATION** |
| **International Language Institute**, Washington D.C.  | 09/2012-12/2012 |
| Intensive 25-hour-per-week general English program Specialized supplemental course in business and intercultural applications   |
| **Inha University**, Incheon, South Korea  | 03/2007-02/2014 |
| Bachelor in Business Administration Relevant coursework: Principles of Marketing, Principles of Business Administration, Service Management, Service Management for Customer, Service Quality Management, International Business, etc. |
| **WORK EXPERIENCE** |
| **Team assistant** at Sae-A Trading, Seoul, South Korea | 12/2013-Present |
| * Translated English-written production guide from German buyer to Korean for the whole team
* Converted Word files to Excel to make it easier to check information for the co-workers
* Prepared team meetings by providing meeting material
* Received samples and sent out to the merchandiser representative in Hong Kong on time
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| **Marketing intern** at Robasciotti & Associates, San Francisco, United States | 01/2013-06/2013 |
| * Dealt with general tasks in client relationship management using E-files and salesforce.com tools
* Assisted consultants in providing client services by taking care of general tasks
* Took care of admin tasks including (e-)mailing, creating PDF, Words files for client meetings
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| **Freelance Translator** at IDIOMA, Prague, the Czech Republic | 05/2012-Present |
| * Translated written materials such as electronics manuals from English into Korean
* Verified others’ translations and edited them
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| **Exchange students assistant** at Inha University, Incheon, South Korea | 03/2011-01/2012 |
| * Assisted exchange students in getting used to lives in Korea, studying Korean
* Planned group events for both Korean students and the exchange students
* Picked up the exchange students from the airport on behalf of the university
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| **ACTIVITIES** |
| **Republic of Korea Government-Endorsed Candidate**, Washington D.C | 09/2012-06/2013 |
| * A member of Korea WEST, a joint-government international exchange program between the United States and South Korea
* Attended Intensive 25-hour-per-week general English program
* Learnt and experienced the cultures in the U.S and communicated with people
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| **Volunteer teacher** at Incheon Welfare Center, Incheon, South Korea | 09/2011-12/2011 |
| * Joined the outdoor activities at the welfare center such as picnics and helped differently-abled children with physical activities
* Helped some paper works in the volunteer workers division
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| **Simultaneous interpreter** at Korean Women’s Association, Toronto, Canada | 10/2010-11/2010 |
| * Accompanied the Korean elderly to a hospital and helped them to communicate with their doctors
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| **AWARDS** |
| * Inha scholarship from Inha university, 2008
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* Korea WEST scholar from South Korean Ministry of Education, Science, and Technology, 2012-2013
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