



JI YOON KIM

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Address: Schloßstraße 22, 60486, Frankfurt am Main, Germany

EDUCATION

09.2014 – 02.2016 **KOREA UNIVERSITY** Seoul, Korea

Diploma of English Interpretation & Translation

February 2012 **KYUNGHEE UNIVERSITY** Seoul, Korea

Bachelor's degree of Tourism English Interpretation & Business Management

- Award on English Contest held by Kyunghee University
- G.P.A: 3.9/4.3
- Exchange Student program for business management at IPAG University, Nice, France (09.2009~12.2009)

EXPERIENCE

09.2018 – Current **LUFTHANSA**

Cabin Crew

- Responsible for cabin safety
- Welcome passengers on board and direct them to their seats
- Inform passengers of the aircraft safety procedures and ensure that all hand luggage is securely stored away
- Check all seat belts and galleys are secure prior to take-off and landing
- Making announcements in Korean on behalf of the pilot and answering questions during the flight procedures and any other queries
- Serve meals and refreshments
- Selling duty-free goods
- Interpret English and Korean between cabin crew and passengers
- Handle with all safety related activities

02.2022 – 07.2022 **SAMSUNG SEMICONDUCTOR EUROPE GMBH**

General Administration Specialist

- Provide general administrative activities to the organisation to include filing, data entry, typing and assisting in the management of communications and paperwork, managing diaries, assisting with travel arrangements/organisation, looking after visitors and assisting with general reception and telephone duties
- Assist Dispatchers to settle down in Germany
- Assist Line Manager to make improvements and implement required changes
- Assist Line Manager to liaise with external agencies relation to administration matters
- Reporting (content and format as agreed) on a monthly basis as agreed
- Achieve agreed personal targets and assist Line Manager in to achieve team targets
- Ensure compliance to agreed codes, legislation, and procedures including health and safety
- Maintain accurate records/documentation associated with your work

016 – 07.2018 **ALITALIA**

Interpreting Cabin Crew

- Welcome passengers on board and direct them to their seats
- Inform passengers of the aircraft safety procedures and ensure that all hand luggage is securely stored away

- Check all seat belts and galleys are secure prior to take-off and landing
- Making announcements in Korean on behalf of the pilot and answering questions during the flight procedures and any other queries
- Serve meals and refreshments
- Selling duty-free goods
- Interpret English and Korean between cabin crew and passengers

01.2014 – 12.2015 **INTERNATIONAL BAR ASSOCIATION**

Conference and Marketing Administrator; Asia Office

- Be the first point of contact for all general enquiries regarding
- Maintain and update the conference website
- Administer online and hardcopy registrations submitted and handle payment queries
- Provide support to all conference delegates and speakers with regard to conference procedures and any other queries
- Communicate with conference venues regarding any set up requirements prior to the conference date
- Administer international promotion and marketing of the conference on the website and through flyers and promotional emails and post-mails; liaise with the Marketing Department to ensure timely distribution of all conference promotional materials
- Assist in writing and editing marketing literature, ensuring valid, current and accurate content
- Administer sponsorship booking forms, monitor payments, and ensure all sponsor logos appear on relevant online and hardcopy programs
- Assist Director in planning the conference programs and developing marketing strategies

04.2013 – 12.2013 **UNIONE COMMUNICATIONS**

Employee, MICE Division

(UNIONE COMMUNICATIONS is a firm offering promotion services and preparation for International conferences for publics and corporates)

- Welcome visitors and prepare meetings with clients
- Arrange meeting schedules with related public departments, hotels and companies
- Manage contacts overseas (Emails and phone calls with foreign participants)
- Coordinate contacts with hotels, public departments and embassies related for protocol preparation
- Manage lists of all the participants
- Train liaisons and volunteers for the conference
- Update time-line duties
- Compose official invitation letters and registration forms to ministerial levels
- Translate documents from Korean to English and vice versa
- Assist composing proposals and final reports

2012

YEOSU EXPO

English Interpreting Helper, Atlantic Ocean Pavilion (6 months)

- Welcome visitors
- English Interpretation for Korean visitors and exhibition participants
- Tour Guide for visitors
- Liaison for Atlantic Ocean Pavilion

SKILLS AND CERTIFICATIONS

- Intermediate Level of MS Word, MS Excel, Power point
- MOS Master (2003) Certification

LANGUAGES

- Korean – Mother tongue
- English (Expert)
- German (Intermediate)