Jee Seok Lee

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# EDUCATION

March 2008 ~ **Sejong University** Seoul, Korea

 *Bachelor’s degree in Hotel Management*

# EXPERIENCE

 **INTERNSHIP**

 **House Keeper –** The K Seoul Hotel, Seoul, Korea ( 03. 2014 – 06. 2014 )

* Inspected hotel rooms arrangement
* Completed writing reports for daily stock taking
* Took charge of night duty

 **PART TIME JOB**

 **Business Assistant –** Water Resource Corporation, Daejeon, Korea ( 05. 2012 – 12. 2012 )

* Handled general office work such as creating reports and giving a presentation.
* Collected data and published a book called ‘Local Waterworks Status Statistics’

 **Server** – VIPS, Seoul, Korea ( 06. 2009 – 09. 2009 )

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* Greeted and served food for customers
* Cleaned the hall and kitchen
* Dealt with customer complaints

# AWARDS

* Second prize in Science Olympiad ( 2005 )
* First prize in Music Association Competition Award for Cello ( 2003, 2004 )

# SKILLS

* Computer – MS Word, Excel, Powerpoint
* Language – English ( Intermediate ), Korean ( Native )
* Cello – Advanced
* TOEIC 815 – ( Received August 2014 / Expiration Date August 2016 ) from ELS

# CERTIFICATIONS

* Microsoft Word Processor Level 2 ( Received 06. 2002 ) from The Korea Chamber of Commerce and Industry