**SUMMARY OF QUALIFICATIONS**

* Accomplished coursework in English, Art History, Art and Textile & Apparel Design.
* Hardworking, detail-oriented and efficient with demonstrated ability to multitask, research and write.
* Holds a professional outlook and an impressive work ethic that strives for quality and excellence.

**EDUCATION**

**UNIVERSITY OF WISCONSIN—MADISON** May 2014

Bachelor of Arts in English and Art History

Cumulative GPA: 3.5; English: 3.8; Art History: 3.9

* **Relevant Projects:** Extensive written research on ESL student writing apprehension Differences in English academic writing pedagogy across cultures Effective tutoring methods
* **Relevant Courses:** Honors Seminar in Writing Across Curriculum, Studies in Romantic Literature, English Novel: Nineteenth Century, American Literature

**HONORS AND AWARDS**

* Dean’s List (BA Degree), Fall 2010-2011 and Fall 2013-2014

**EXPERIENCE**

**University of Wisconsin—Madison Writing Center,** Madison, Wisconsin Fall 2013-Present

*Writing Fellow/Peer Writing Tutor*

* Read and write extensive comments on student essay drafts to highlight strengths and to suggest areas for revision.
* Conduct collaborative writing conferences with peer students to discuss strengths and weaknesses in essay drafts and effective methods for revision.
* Demonstrate strong communication skills in order to accommodate both professor’s course expectations and student needs.

**Wasabi Japanese Restaurant** **and Sushi Bar,** Madison, Wisconsin December 2009-Present

*Hostess/Waitress*

* Working part-time (15-20 hours/week) in order to accommodate personal and educational funds.
* Increase sales for dine-in and carryout business through exceptional customer service and handcrafting attractive menus and signs.
* Train 5-6+ new employees in restaurant processes and job duties.
* Multitasking administrative duties including answering phones, taking carryout and dine-in orders, handling the cash register, and neatly restocking workstations.

**LEADERSHIP AND ACTIVITIES**

**Korean American Student Association,** Madison, Wisconsin Fall 2009-Spring 2010

*Board Member/Designer*

* Recruited members outside of the Korean community to attend social activities and events in order to introduce the Korean culture to students of various nationalities.
* Attended Student Organization Fairs and board member meetings to plan and organize student events.
* Created event posters with Adobe Photoshop.

**SKILLS**

* Computer: Microsoft Office, Microsoft PowerPoint, Adobe Photoshop, Adobe Illustrator
* Language: Native English and Fluent Korean