|  |  |
| --- | --- |
| **Heidi Harim Kim**  **6910 S. Bannock St. #4**  **Littleton, CO 80120**  **Phone: 720-224-5235**  **Email:Heidi.kim107@gmail.com** |  |

**Objective**

**Employment Application**

**Education**

**University of Colorado, Boulder CO, BA in Political Science, May 2008**

**Visa Status**

**Naturalized U.S Citizenship/F-4 Visa for Korea**

**Experience**

**Farmers Insurance Agency, Denver, Colorado (2011-2013)**

Customize insurance programs to suit individual customers, Ensure each policy requirement, Perform administrative tasks, Monitor insurance claims, Contact underwriter and submit forms to bind policy, Sell various types of insurance policies to businesses and individuals

**Teacher of English as a Second Language at ILS Academy, Jejudo, Korea (2010)**

Prepare lesson plans and teach English to kindergarten and elementary students, Teach each English grammar, writing, reading, speaking, and listening skills, Teach for pronunciation and accent reduction, Introduce cultural aspects of English-speaking country

**Internship in Government, Denver, Colorado (2005)**

Assistant of lobbying groupwhich was statewide coalition of organizations committed to preventing tobacco use and exposure to secondhand smoke throughout Colorado

Assist research and data analysis, Perform clerical responsibilities, etc.

**Extracurricular Activities**

Summer Enrichment Program at the school of pharmacy at CU health Science Center (2009) Translation in Korean at Denver Democratic Convention (2008) Volunteer in Intensive Care Unit at Boulder Community Hospital (2003-2006) Pre-Health Meeting at SASC (2003-2004) Volunteer for Community Service at University of Colorado at Boulder (2003) Volunteer to Childcare, Teaching, and Cleaning at Boulder Parenting Place (2003)

**Additional Skills**

Basic computer program skills such as Microsoft Word, Excel, Access, Power Point

Computer engineering program skills such as Mat-Cad and Chem-Draw

General Laboratory Skills (including instrumental analysis)

General Research and Research Designing Skills in Social and Natural Science

Strategic Thinking and Interpersonal Skills/Project and Client Management