**KEUN WON (JULIE) PAK**

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**OBJECTIVE**

Organized Hospitality Management major with excellent communication skills and creative design capabilities, seeks an opportunity to engage with and teach students the English language.

**EDUCATION**

**High School Diploma,** obtained at W.T. Woodson High School, Fairfax, VA

**Associate of Science in Hospitality Management**, Clemens College, Suffield CT

**Servsafe Certified**: National Restaurant Association Educational Foundation, Expiration 2012

**Coursework Included:** Rooms Division Management, Human Resource Management, Managerial Accounting, Organizational Behavior, Culinary Management, Business Law

**Professional Assessment:**  High standards of personal conduct; business etiquette, punctuality, respect for oneself and others, personal grooming, dress code, completion of all assignments.

**TEACHING AND TRANSLATION EXPERIENCE**

**Retreat/Activities Coordinator & Bible Study Teacher**, Springfield, VA, September 2005 – July 2007

* Coordinated and planned semi-annual retreats and monthly activities for 60 members
* Directed organizational meetings accounting for agenda and follow through on decisions
* Procured retreat location, transportation, guest speakers, games, food, van drivers
* Liaised and communicated information accurately between Pastor and worshipers
* Managed fund raisers such as bake sales and car washes
* Monitored supply budget (food, t-shirts) accurately recorded receipts and executed cash flow
* Designed programs, permission slips and brochures using Publisher & Excel
* Created bible lessons and implemented curriculum independently for 7-8th graders
* Facilitated errands & office work and translated sermons, to assist Youth Director & Pastor (My translating work began in 2000, before I was a teacher)

**Teacher’s Assistant**, Little Run Elementary, Fairfax, VA, September 2003 – May 2005

* Employed patience in interacting/ engaging autistic children with song, music, art and manners
* Focused on helping them improve their communication skills, incorporating sign language
* Connected them with older children (5-6 graders) to assist with development of social skills

**Receptionist**, The Lee Law Firm, Annandale, VA, March – August 2006

* Utilized extensive organizational skills to manage and revise client information
* Followed through with great attention to detail on opening / closing accounts and transcribing hand written corrections on contracts
* Trusted with personal information; updated bank accounts with deposit figures
* Successfully maintained database & spread sheets and cataloged all files
* Assisted Dept. Head with personal tasks, booking reservations, flights, internet research
* Handled all mail, faxes, mailings, inventory and office supplies

**Bank Teller**, James Monroe Bank, Annandale, VA, July 2005 – February 2006

* Trained new employees on proper transactions and paperwork
* Assisted manager in opening/closing new accounts, making folders and creating excel sheets
* Translated information and account details for Korean speaking customers

**Cashier/Asst. Manager**, Combo King, Enid, OK, December 2008-May2009

* Served food to guests and handled all cash and credit card transactions
* Assisted chef with food preparations such as pre-cutting vegetables and making egg rolls
* Acted as a liaison between the store owner and the Mall manager by translating Korean and English

**Youth Group Director,** Korean Church of Grace, Enid, OK, January 2008-May 2009

* Taught bible lessons and organized Sunday Worship Services in both English and Korean
* Translated sermons for both youth group and English Ministry
* Tutored Korean exchange students in high school subjects, such as English, History and Biology