 Stella Kim

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# 4/39 David St. Nundah QLD 4012

## Profile

Born in South Korea and immigrated to Australia 1996. (Australian Citizen)

Self-motivated, organized, competent and enthusiastic person who can learn quick.

Honest, confident, hardworking leader, a person of keen judgment with a record of integrity and dependability.

## Date of Birth

01/08/ 1982

# Education

* Master of Education 2012-ongoing as worldwide internet based study.

University of Southern Cross

* Bachelor of Visual Arts 2005-2010

University of Southern Cross

* Cheltenham Girls High School 2001

# Experience

* Visual Art student teacher for year 10 and 11 at Upper Coomera State high school 2007
* Visual Art student teacher for year 8 and 9 at Lakeside Christian College 2006
* English teacher at Kyohaksa English Academy in Suwon, South Korea 2004
* English teacher at Ehwa English Academy in Dong Suwon, South Korea 2003
* Receptionist C & S Fabrication in Silverwater Sydney 2002

Answered telephones, scheduled boss’s appointments, received and delivered messages, processed incoming/outgoing mail, received faxes from other company for quotations, filed all forms, calculated all the prices and quotations, opened office in the morning and maintained reception area.

* Waitress at Pinocchio Korean Restaurant in Labrador Sydney 2001
* Waitress at Yookee Sushi Bar in West Ryde Sydney 2000
* Short work experieces at Fresh Juice shop, belt shop(Sydney City), T-shirt shop(Sydney Flemington) and Chinese Restaurant 1999-2002

# Computer skills

* Extensive knowledge of internet technology
* Knowledgeable in Microsoft ( Word, Excel, Powerpoint) and Adobe Photoshop

# Additional Information

* Fluent in English and Korean