

Sample of Resume

James O. McKinsey

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Education

- 2009-Present **McKinsey University, Seoul, Korea**
Major: xxxxxx, Minor: xxxxxx
- Candidate for B.S. degree, February 2015; GPA X.X/4.X
 - Concentration: Marketing & Finance; Self-directed concentration: Real Estate
 - Relevant Courses: Strategic Management, Consumer Behavior, Corporate Finance, Marketing Management, International Finance, Strategic Marketing

Work Experience

- March 2013-Present **XXX Country Club, Seoul, Korea**
Executive Management Consultant
- Restructured performance evaluation system for employees
 - Developed training program for management for effective use of the evaluation system
 - Proposed incentive system for improved employee productivity and motivation
- Summer 2014 **XXX Finance Inc, Seoul, Korea**
Intern, Antidumping Division
- Assisted in analyzing financial data for antidumping case involving Korean consumer goods companies
 - Documented summaries of investigation results on antidumping cases published by Japan International Trade Commission
 - Translated business proposals, investment projects, and antidumping case studies
- Winter 2013 **XXX Electronics Company, Seoul, Korea**
Intern, New Market Development Taskforce
- Assisted evaluation of European market opportunities and development of market entry strategies
 - Helped producing weekly, monthly, and quarterly forecasts for the guidance European countries

Leadership Roles

- June 2009-Present **XXX High School Alumni, Seoul, Korea**
President
- Increased average participation role from 20% to 45% by revitalizing the organization
 - Organized Soccer tournament with 5 schools
- March 2008-March 2010 **Church College Group, Seoul, Korea**
Vice President
- Organized volunteer visit to farm communities
 - Organized fund raising activities for charitable purpose

Honors and Awards

- May 2010 **Muscular Dystrophy Foundation of Korea, Seoul, Korea**
- Honored for long-term commitment to volunteer work and annual fund raising efforts

Skills and Other Information

- Languages
- Fluent in English and working knowledge of Chinese
 - TOEFL: xxx, TOEIC: xxx
- Computer Skills
- MS-Office literacy
 - Knowledge of C and HTML
- Military Service
- 5 Infantry Division of Korea Army, Kyunggi, Korea (October 2010 - December 2012)
- Others
- Swimming, Skiing, Cooking

Reference

Cheolsoo Kim, Professor at Business Administration Department, McKinsey University

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Youngee Lee, Manager at xxx Company, Senior from College

Tel: xxx-xxxx, Email: abc@abc.com