**[지원자 영문이름]**

Current Address:

**ATTACH PHOTO**

Telephone Number (Home): +33-5-555-5555 Telephone Number (Cell): +33-5-555-5555

E-mail: janedoe@email.com Skype ID: janedoe

Date of Birth: 08/05/1990Place of Birth: Seoul, South Korea

### Country of Citizenship: South Korea

Field of Training Desired:

Length of Program Desired: 12 months

Date Available to Start Training: October 13, 2015

**Profile**

You can write it in 2-3 lines, focusing on your strengths, skills, aspirations, and confidence that you can appeal to in relation to your work or company life.

**Education**

Bachelor’s Degree in Marketing

ABC University, Manila, Philippines

##### September 2009 – May 2013

Relevant Courses: Please write the subject names related your major and field, same as on your university English transcript.

Ex) Sales Negotiation, Leadership Development, Marketing Psychology, Internet and Mobile Marketing, Social Media Marketing, Public Relations, Marketing and Creative Strategy, Project Management, Management Economics

**Work Experience**

##### Advertising Account Manager (Full-time)

##### Company XYZ, Inc., Manila, Philippines [http://www.companyxyz.com]

July 2014 - Present

Responsibilities/Achievements:

* Facilitated and executed ad campaigns using Facebook, Twitter, and Google Ads, SEM and SEO initiatives
* Managed social media and website assets including the planning and implementation of the client’s social content plan
* Evaluated post-campaigns using key digital metrics and created improvement reports for application in the next campaigns

##### Project Account Manager (Full-time)

##### ABC Communications, Co., Manila, Philippines [http://www.abccommunications.com]

January 2014 – June 2014

Responsibilities/Achievements:

* Won two new project accounts – Dillinger Planning Inc. and Bankers Investment Inc. with a total estimated worth of $10 million for 2013 sales
* Received company distinction and awards for Outstanding Performance in Projects Sales & Collection for two succeeding quarters for achieving a total weighted performance of 150% & 100.6% for the 2nd and 3rd quarters respectively

**Skills & Certificates**

Languages: Tagalog - Native, English - Fluent, Mandarin - Basic

Computer Skills: MS Word – Advanced, Excel - Intermediate, PowerPoint - Intermediate, Outlook – Advanced, Adobe Photoshop CS4 – Basic, Google Adwords & SEM - Basic

Certificates/Awards:

* Certificate of Accomplishment in Social Psychology by Wellesley College (October 2014)
* Social Media Marketing Specialist Course by Certified Digital Marketers Program – IMMAP (May 2014)

**Activities**

COPION, Cambodia

April 12, 2010 – April 24, 2010

Volunteer worker

* Assisted in various activities and helped care for children
* Planned activities and educational curriculum for children

Korea Children Unit, Korea

September 12, 2009 – February 21, 2010

Volunteer worker

* Taught basic computer skills to children

**Military Service**

* Enlisted in the army in March 2013
* Honorably discharged from the army in December 2014