

So H. Jeon, BA

PROFILE

Career Education Professional with International Relations and Business Administration background, skilled in project management, especially in event planning. A fast learner and cultural sensitive individual experienced in Human and Volunteer Resources management and event coordination in both public and not-for-profit sectors. In addition to English, fluent in Korean and competent in French while having basic proficiency in Italian and Russian. Computer skills include utilizing Microsoft Office Suite, Web-based Active Content Management, Novell, as well as Content Management System called Symplicity.

RELEVANT WORK EXPERIENCE

Experience in Human Resources & Event Coordination

Career Services Coordinator

Sept. 2009 – present

[The Career Centre, University of the Fraser Valley \(UFV\)](#)

Abbotsford, B.C

- Developed career planning strategies and designed and delivered educational curriculum for students to have a competitive edge in current and future labour market.
- Successfully launched and coordinated the 1st annual Summer Job Fair for the University.
- Worked with local business partners and community economic development organizations such as Chamber of Commerce to promote networking events and job fairs to engage both employer exhibitors and students.
- Liaised with various departments to provide workshops on student career development.

Assistant to the GALA Auction team

Sept – Nov. 2009

The Women In Leadership Foundation (WIL)

Vancouver, B.C

- Assisted the Event Producers and the Auction team captain in organizing "[2009 Super Women & Friends Winter Palace GALA](#)"

Project Coordinator, Volunteer Awards & Recognition

Mar – Sept. 2009

Canadian Cancer Society, BC & Yukon Division

Vancouver, B.C

- Organized awards and appreciation programs communicating with a multi-departmental team to recognize National award winners and outstanding Board members at the Annual General Meeting in June 2009.

Team Leader, Volunteer Resources Coordinators

June – Sept. 2009

- Interviewed, assigned and trained the interns and volunteers for various departments.
- Directed production of Volunteer Information Catalogue for new volunteer recruitment.
- Organized and facilitated regular team and subgroup meetings and took minutes.

Career Peer Educator

Jan – Sept. 2009

Career Services, University of British Columbia (UBC)

Vancouver, B.C

- Ensured excellent client satisfaction in various categories such as 1-on-1 advising sessions and consults with undergraduate, graduate, and PhD students with various academic and cultural backgrounds on resume building and career development.

Experience in Alumni Relations

Project Assistant – Annual Giving – Phone Programs Jan – Oct. 2007
UBC Development Office (Call Centre) Vancouver, B.C

- Demonstrated strength in a client/service delivery environment by participating in fundraising over 1 million dollars for various campus projects during the 2006-07 fiscal year.

Office Management and Administrative Experience

Research Assistant 2008
The Centre for Korean Research (CKR), UBC Institute of Asian Research Vancouver, B.C

- Contributed to raising 1 million dollars by participating in writing grant proposals to Korean Studies Institution Grant Program, from where only 12 per cent of Research Institution applicants were selected for research and education funding.
- Managed invoices, room bookings, and catalogue organization.

Student Assistant (Work Study) Nov. 2007 – 2008

- Single-handedly managed logistics and IT technical assistance to ensure the sustainability of the conference area during the days of *IAR Conference: Popular Culture Flows in Northeast Asia* from Feb 22 to 23. 2008.

PRESENTATION & CONFERENCE FACILITATION

Presenter Mar 8. 2008
Multidisciplinary Undergraduate Research Conference, UBC Vancouver, B.C

- Presented PowerPoint research titled “The Road to the Elimination of Nuclear Weapons: Eliminating the Gap of Opinion between the Mass Public and Political Elites in the United States” to students, faculty, and general public with diverse academic and cultural backgrounds.

Co-Director – The World Health Organization Committee 2006 – 2007
UBC Model United Nations Vancouver, B.C

- Facilitated 4-day committee sessions with over 70 attendees, successfully producing 5 resolutions by the end of the conference.

EDUCATION & PROFESSIONAL DEVELOPMENT

Award of Achievement in Project Management with Microsoft Project April – May. 2010
 The University of British Columbia Vancouver, B.C

Portfolio Development Course June. 2010
 University of the Fraser Valley Abbotsford, B.C

B.A., International Relations/Minor in Commerce 2008
 The University of British Columbia Vancouver, B.C

WIPO Summer School on Intellectual Property Aug 11 – 22. 2008
Daejeon, Republic of Korea

Organized by World Intellectual Property Organization (WIPO), Korean Intellectual Property Office (KIPO) and the International Intellectual Property Training Institute (IIPTI).

Certificat École de Langue Française de Trois-Pistoles June. 2006
Quebec, Canada