**Stella Ji-Hye Lee**

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**Employment**

**Overseas Sales & Marketing/Asst.Manager** July/2014-Sep/2014

B.M.Tech.Worldwide Co.,Ltd., Bun-dang, Korea

* In charge of project with G.E Healthcare (Coordinate meetings, Purchasing, coordinate/ relations with buyers, communication, interpret)

**International sales coordinator (Freelance)**  January/2013-July/2014

HASTEGO, Seoul, Korea

* Assisted oversea exhibitions, trade shows,
* Communicate with Canadian and European buyers by e-mails, call and face to face.
* Translated papers/documents Korean to English and English to Korean
* Interpreted for the company when they buyers visited company.
* Assisted English contracts and terms
* Teaching English conversation, listening and reading to President/CEO of the company.

**Commercial Service Internship**  January - June 2013

U.S Embassy, Seoul, Korea

Assisted U.S. Commercial Officers and Trade Specialists with a wide-range of projects designed to assist U.S. companies interested in exporting their products or services to the Republic of Korea.

* Conducted 15 quick-turn-around market assessments for industrial products and services designed to determine if Korea is a viable market for U.S. products and services,
* Collected data from a wide range of sources as part of the product and market research,
* Made nearly 200 phone calls in two months to Korean importers/buyers to determine acceptance of U.S. products in the Korean market,
* Prepared numerous Excel reports,
* Composed first draft reports,
* Coordinated meetings, and carried out all follow-up assignments,
* Coordinated visits by visitors to embassy,
* Provided a wide-range of assistance and support over a four month period to all members of the Commercial Service as they prepared for the U.S.’s largest trade delegation to Korea called *Trade Winds* involving some 70 business, marketing partners and governmental officials (Conrad Hilton, May 13-15, 2013).

**Global Bridge Program Internship** August-December 2009

International office of Washington State University, WA, USA

* Strengthen global relations by facilitating international exchanges with international and local students.
* Coordinated meetings and promote global networking,
* We nearly doubled the number of people who signed up for this program.
* Worked with 1500 international students from 100 different countries.
* Provided a multicultural place for international students to enjoy school life as much as possible.

**International Event Planner Internship** August-December 2008

International office of Washington State University, WA, USA

* Planned, lead and organized international events
* Worked with over 30 plus faculty running the international center. Consulted and managed students from Asia, Europe and South America.

**English Teacher**

Wilshire Korea Language School, Busan, KoreaJanuary 2011-August 2011

(June-August 2005,2006,2007,2008, 2010)

* English conversation classes (Business English, TOEIC Speaking)

**Education**

MA September/2011 -June/2014 International Trade, Economics and business

Yonsei University, Seoul, Korea

BA January/2006-July/2010 Business (Finance/International business)

Washington State University, WA, USA

Received the *International Merit Award* for high academic achievements by the International Enrollment Office, Washington State University, October 2006.

Summer 2009 Montpellier, France Foreign Language Program

**Skills**

Languages Korean (Native) English (Fluent) French (Beginner)

Computer Microsoft Office: Excel, Word, PowerPoint, Outlook, Mac

**Leadership Programs & Volunteer Work**

Cheerleader Lee Academy, ME, USA

Theatre club Lee Academy, ME, USA

Track team Lee Academy, ME, USA

String club (Cello) Lee Academy, ME, USA

International Business Club Washington State University, WA, USA

Korean Student Assoc. (Public Relations) Washington State University, WA, USA

Host, Etiquette Presentation Washington State University, WA, USA

Host, Dr. Shiva’s "Sustainability and the Global Food Crisis” Washington State University, WA, USA

Instructor: Global education lessons ber: Orchestra (Cello) University of Maine, ME, USA

Best Friends Animal Society Animal Adoption Event NY, USA

Mostcha, *Break-the-Silence*. Managed *Silent Auction*, host event NY, USA

Mostcha Administration NY, USA

UNICEF *Tap water* project NY, USA

‘Navi’ Reading club Seoul, Korea

Onnuri Church Choir Seoul, Korea

**Reference**

Available Upon Request