

Yunah Cho

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| Objective | A co-op position in the field of health and social policy |
| Profile | Bilingual (Korean and English) Sociology student with substantial work experience emphasizing skills in management, legal procedures, public relations, and communication; enthusiastic, responsible, organized and mature |
| Education | Simon Fraser University (Burnaby) Third Year Student, Major in Sociology, Minor in English Johnston Heights Secondary School Grade 11 and 12 Honor Roll |
| Work History | |
| <u>People's News & Magazines, Vancouver</u> | Sales manager (Full time) December 2001- present |
| <ul style="list-style-type: none">• Exercise decision making and supervisory skills as manager• Oversee a high volume of sales• Conduct closing and opening procedures as well as deposits and payments• Handle price quotations, customer inquiries, special orders & customer reservations• Negotiate with magazine wholesalers• Maintain computerized office records | |
| <u>Royal Seoul Korean Restaurant, Vancouver</u> | Assistant manager (Part time) May 2003 – Feb 2004 |
| <ul style="list-style-type: none">• Helped develop the restaurant's website to increase sales and inform customers about the menu• Prepared the servers' weekly schedule• Ensured quality customer services• Handled customer complaints | |
| New Westminster Community Legal Services Society, New Westminster | Publication assistant (Part time) June 2002- December 2003 |
| <ul style="list-style-type: none">• Acquired the compute skills necessary to produce legal aid publications• Ensured that an adequate supply of materials was available to clients• Developed a catalogue of resources and a means of storage and retrieval• Identified public legal information resources dealing with related topics for different populations and/or service agencies• Collaborated in developing a method of surveying service and agency staff and/or clients to identify additional levels of legal information | |

Davies, Wenner & Harding Law Corporation, Surrey
(Now, Guildford Law Group)

Legal assistant (Part time)
(as work experience student)
January 2001-June 2001

- Provided accurate, efficient information to clients over the phone
- Researched matters pertinent to Family, Corporate and Commercial law
- Wrote memos, drafted letters, and maintained files for references
- Assisted lawyers in handling court files and client interview schedules
- Displayed effective team-playing and interpersonal skills

Guildford Public Library, Surrey

Library page (Part time)
June 2000-June 2001

- Maintained and organized the shelves
- Helped customers scan periodicals and referred specific articles
- Clipped and filed items of permanent value
- Catalogued books, maintained and revised library files
- Handled routine requests for materials
- Checked listings of new materials in the trade press

Volunteer Experience

Burnaby Hospice-Palliative Care Program's Memorial Service

- Helped the Palliative Care Team organize service every few months in commemoration of patients who had passed away

Communications Committee Member in UNICEF Vancouver

- Assisted the communications director in his efforts to raise awareness of UNICEF
- Participated in public relations campaigns

Student Advisor in Douglas College New Westminster

- Provided students with one-on-one personal support, facilitated support groups based on students needs, and helped first year students access university resources

Awards and Certificates

City of Surrey Parks and Recreation Department Volunteer Services 2000
Certificate of Special Merit: Outstanding Volunteer Service Library
Johnston Heights Outstanding Students 1999-2000
King George International College: Top Student Award June 1999