

Seungjae Cheon

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| Experience | <p>Part-time job: 2015.01 ~ 2015. 11(Sushi Wa in Vaughan)</p> <ul style="list-style-type: none"><li>● Guided guests through menus while demonstrating thorough knowledge of the food, beverages and ingredients.</li><li>● Served prepared foods, such as rolls, sushi and kitchen menus.</li></ul> <p>KII &amp; Company Inc Internship 2014.01 ~ 2015.12</p> <ul style="list-style-type: none"><li>● Performed basic Bookkeeping/accounting duties including accounts payable and receivable</li><li>Assisted basic Write-up service</li><li>Provided accounting staffs information research</li></ul> <p>SBC Accountancy Group -Assistant Accountant Jan-2015-Jan 2016</p> <ul style="list-style-type: none"><li>● Maintained company's confidential files</li><li>● Assisted payroll tax and GST report</li></ul> |
| Education  | <p><b>University of Columbia</b></p> <p><i>In progress</i></p> <ul style="list-style-type: none"><li>● Major: International transportation and customs</li><li>● Term of Admission: Fall, 2015</li><li>● Expected Graduation in 2017</li></ul> <p><b>Catholic Kwandong university in South Korea</b><br/><b>Degree received in 2015</b></p> <ul style="list-style-type: none"><li>● Major: International Trade</li><li>● Date of Admission: March 2, 2009</li><li>● Date of Graduation: February 12, 2015</li><li>● Degree conferred: Bachelor of Management</li><li>● Second Minor: Tourism Management</li></ul> <p><b>Highline community college in America</b></p> <ul style="list-style-type: none"><li>● Major: International Business</li><li>● Term of Admission: Fall, 2010</li></ul>                        |

#### Skills

- Certifications of computer skills: Microsoft Office Access 2010, Microsoft Office Excel 2010 Expert, Microsoft Office Powerpoint 2010, Microsoft Office Word 2010 Expert, and Microsoft Office Specialist 2010 Master received from Microsoft in 2015
- Certification as tour conductor received from Korea Association of Travel Agents in 2015
- Certification of international reservation and ticketing manager received from Topas and IATA in 2014

#### References

Available upon request.