SAMPLE — fictional person and companies (작성 예시 · 실존 인물·회사 아님)

RESUME

Contact Information

Full Name	Minji Kim		
Phone	+82 10-0000-0000	**Email**	minji.kim@example.com
Location	Seoul, South Korea	**LinkedIn**	linkedin.com/in/minji-kim-example

Professional Summary

Client Advisor with 5 years of experience in luxury fashion and beauty retail at department store boutiques in Seoul. Builds long-term client relationships through clienteling and after-sales follow-up. Serves international clients in English and basic Mandarin.

Work Experience

Job Title	Client Advisor	**From – To**	Mar 2023 – Present
Company	Maison Atelier Korea	**Location**	Seoul, South Korea
Key Duties	• Advise clients on leather goods and ready-to-wear, from first visit to after-sales care • Keep a client book and follow up on new arrivals and appointments through the brand CRM • Support window and in-store display changes and weekly stock counts		

Job Title	Beauty Advisor	**From – To**	Jan 2021 – Feb 2023
Company	Atelier Beaute Korea	**Location**	Seoul, South Korea
Key Duties	• Served customers at a department store cosmetics counter, including overseas visitors • Ran skincare consultations and product demonstrations during seasonal promotions • Handled POS payments, gift wrapping and daily sales closing		

Education

Degree · Major	School	Location	From – To
Bachelor's Degree · Business Administration	Example University	Seoul, South Korea	Mar 2016 – Feb 2020

Skills

Clienteling · Visual merchandising · POS and stock management · Microsoft Excel

Languages

Language	Korean — Native	**Language**	English — Business · Mandarin — Basic

Certifications

Certification · Test Score	Issued by	Date
OPIc English — IH	ACTFL · Multicampus	Dec 2024