

Gildong Hong (James)

XX STREET ST KILDA, VIC 3100

Mobile: 0X78 X12 3456 Email: Hongildong@gmail.com

QUALIFICATION

I'm a friendly, outgoing who love working in a team.
I am confident that I am capable of working as a sales associate because I have excellent customer skills and have good time management skill, I'm efficient and knowledgeable of dealing with customers and I can make a good relationship with staff members.

SKILLS

- ✓ Language Spoken : Fluent English (Writing, Reading, Speaking) ,
Native Speaker of Korean
- ✓ Computer Skills : Advanced Word, Excel, Power Point,
E-mail and Internet
- ✓ Certificate: (RSA) : A123456789
International Driving license: 1st REGULAR CLASS

EMPLOYMENT

From NOV 2019 ~ Current : **Cafe ABCD, Melbourne, Sales Floor staff**

My duties included :

- ✓ Set up the restaurant area, memorizing special occasions of the day
- ✓ Set up the table ready for the next party after your customers have finished
- ✓ served drinks and food and cleaning up before, after and during servings in a restaurant

From Mar 2018 ~ OCT 2019 : **McDonald Korea, Crew**

My duties included :

- ✓ Attended meeting and training sessions as and when required
- ✓ Prepared full range of menu
- ✓ Punctual, efficient and courteous at all times with customers and fellow employees alike

EDUCATION

From March 2012 ~ February 2017

Hankook University: Major in French Language and Literature

REFERENCE

Reference is Available upon request.