**Min Hwangbo**

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CAREER OBJECTIVE / SUMMARY

Disciplined and result-oriented recent graduate expected to complete a bachelor’s degree in International Liberal Studies. Strong strategic thinking skill with the experience in advisory service and research to help people progress through informed expertise. Demonstrated the ability to execute organization and analytical skills in the client management, leading to the applicant’s success in the university admission and the foreign language proficiency exam passes. Looking to obtain a candidate coordinator position in En World Japan to apply my strong foundation in research and project management and ability to support relationship-building and contribute to drive the growth of Japanese recruitment business in line with En World Japan’s mission of the realization of “enabling success”.

WORK EXPERIENCES

**The Japan Forum on International Relations (日本国際フォーラム)**

***Research Assistant (Intern)***

**Tokyo, Japan | Feb.2024 – Mar.2024**

Non-partisan, private, independent think-tank organizations for Japanese foreign policy and international relations

* Organized the international conference and forums in the fields of foreign diplomacy and international relations- the 8th NTCT conference to discuss about the trilateral cooperation plan.
* Investigated, Summarized, and Translated 2 academic journal articles in both Japanese and English to publish in the official JFIR website- Vietnam’s globalization and its influence on Japan-Vietnam bilateral relationships & Japan-Australia bilateral relationship and networking policy.
* Assisted the secretarial staff and research fellows in conducting research works and coordinating the networking meeting with scholar affiliated from different advocacy groups and research centers.
* Participated in Working Group (WG) research project about WPS (Women, Peace, and Security) framework for upcoming 2024 NEAT Summit in Japan

**Min.T X Desire Real Estate**

***Real Estate Administrative Assistant (Part Time)***

**Tokyo, Japan | Jan. 2024 – May. 2024 (Present)**

Min.T Real Estate provided customized real estate solutions and services with the expertise in various areas and residential environments in Japan depending on the housing needs of Korean residents.

* Managed the weekly client inquiries and requests of Korean clients regarding the residential conditions in Tokyo after examining the client’s application received from the company.
* Assisted the housing inspection with Korean clients, both in-person and online.
* Presented more than 6 appointed residential options in Tokyo to the client based on the customer’s needs.
* Provided additional support in securing the signing process of housing contracts; resulted in the success of 3 residence contract in Tokyo from Korean clients.

**Tutor**

***Private Administrative Tutor & Advisor in Japanese study abroad (Part Time)***

**Daegu, South Korea | Sep.2021 – Dec.2021**

* Researched study abroad trends and study abroad culture in Japan, the foreign student’s application process for Japanese universities through the collection of information.
* Provided the online consultation & analyzed the student’s study habit and the student’s in-depth vision and goal of entering Japanese university.
* Set a curricular plan and strategy for study abroad preparation and entry application in student’s Japanese university.
* Led and organized the lectures on Japanese language skills for JLPT preparation through MOCK actual test, the mock-interview and admission essay consulting
* Resulted in the acceptance of 1 student to Bunka Fashion College because of passing JLPT N2 Exam (100/180 points) and being complimented on demonstrating the clear goal of contributing to the fashion industry in the admission essay.

EDUCATION

**Waseda University** | Bachelor of *International Liberal Studies* **Tokyo, Japan | Sep. 2020 – Sep. 2024 (Expected to graduate)**

* Dean’s List: Spring 2023, Fall 2022, Fall 2021, Spring 2021
* Graduation Thesis: Voice for struggle and desire for change in American society during the social movement: Freedom songs & Soul music
* Concentration Programme: American Studies
* GPA: 3.79

OTHER INFORMATION

**Extracurricular Activity**

**Photobook team coordinator & Design planner**

**2021-2023**

* Led a project planning for the visual collection from photos and artworks from 20 team members and then calculated and set the expected amount of budget and deadline to complete photobook creation (A5 size photobook: 598円 per 1 person)
* Coordinated the discussion with photobook team members to track down the progress and give detailed feedback about quality of design template through online meeting
* Designed the photobook about the annual theme and published more than 20 photobooks per each members; Shared the online version of photobook in social media platform, received 30 likes from followers and student users from the campus.

**ICC Language Lunch Event Supporter: Korean language**

**Jun. 2022- Dec. 2022**

* Organized the event proposal for operating the language lunch event in Koreans
* Prepared language learning activities, forum for the discussion activities and vocabulary games relating to Korean culture and language
* Assisted the translation in Korean to help assigned group members on Korean vocabulary or grammar
* Provided advice on the process for studying Korean Language and taking Test Proficiency in Korean (TOPIK)

**1st place at Spanish Literary contest: Concurso Literario**

**Jul. 2022**

* Wrote the creative essay to express the philosophical value of time in Spanish
* Enhanced the cultural competence from the theme: the difference in the conception of time between Korea and Hispanic countries including Spain

**Language**

* English- Native Level (TOEIC: 895)
* Korean- Native Level
* Spanish- Conversational Level
* Japanese- Business Level (JLPT N2)

**Skills**

Attention to detail

Research & Analytical Thinking

Problem-Solving

Adaptability & Flexibility

Time Management

Writing & Editing

Collaboration

Cooperation

Strategic Planning

Project Management