



Ha Chang Wook 하창욱
河昶旭

+82 10 8062 0160

hcw24@naver.com

hcw242424@gmail.com

www.hachangwook.com



Language Proficiency

Korean	Native
English	Fluent
Chinese	Fluent
Japanese	Fair

Profile

Self-motivated individual in linguistic endeavours with work experience in human resource. Graduated with Bachelor's in English and Chinese. Adaptable, open-minded, and willing to learn.

Employment History

Hwaseong Urban Corporation
Assistant Manager
2022 - 2023

I worked mainly in the Human Resource team. Some of my key responsibilities included, but not limited to:

- Handling the calculation of allowances for over 200 employees (bus drivers) based on their key performance indicators.
- Onboarding and supervising new employees on company policies and work schedules.
- Conducting various B2B procurement contracts among the government, law firms, manufacturing vendors, etc.
- Responding to inquiries or complaints from citizens.
- Conducting paper work in various situations, including accounting, work reviews, setting department goals & reviewing achievements.

Education

Kookmin University
Bachelor's in English Language and Literature, with minor in Chinese
2014 - 2021

Others

TOEIC (Test of English for International Communication) 970/990

HSK (Chinese Proficiency Test) Level 6 242/300

Computer Specialist in Spreadsheet & Database Level 1