

Ha Chang Wook 하창욱 河昶旭

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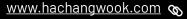


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Language Proficiency

Korean Native **English** Fluent Chinese Fluent Fair **Japanese**

Profile

Self-motivated individual in linguistic endeavours with work experience in human resource. Graducated 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 🗞