WONSEOP SUH

81-37, Yeohui- dong, Seodaemun-gu, Seoul, Korea

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SKILLS

• Creative marketing strategies and planning

• Market research

• Marketing budget management

• Social media analysis and marketing

• Marketing campaign coordination

• Creative writing

• Public relations

• Effective client communication

• Strong customer service ethic

• Vast international experience (Korea, Saudi Arabia, United Arab Emirates, Indonesia, and the United States) and fluent in three languages (Korean, English, and Indonesian)

• Multitasking

• Web editing

• Web analysis

• Project management skills including leadership, discipline, and organization

• Creative Suites, Microsoft Office

• ROI metrics

• Adaptive to changing circumstances and issues

• Training clients on marketing programs

• Financial statement assessment

• Knowledge in multimedia show/performance industry

EXPERIENCE

Executive Assistant at *M3D Media Asia Co., Ltd. (Seoul, Korea)*

JUNE 2015 – CURRENT

•Worked closely with the office executives to create a strategic plan for international business projects

•Master planning cutting edge technology shows, regular performances, one-time shows, and exhibitions in China, Macau, and Hong Kong

•Worked closely as a liaison with international business companies and government officials in China, Hong Kong, Macau, the United States, and Australia

•Collaborated and worked closely with the technical designers and schematic designers to recreate show/performance/exhibition reference images

•Traveled and worked during business trips to Hong Kong and Macau as an English interpreter and a field examiner

Graduate Marketing Coordinator at *Colab: The Lory Student Center Marketing Shop (Colorado, USA)*

JULY 2014 – MARCH 2015

• Served as campaign lead to create creative marketing strategies to increase traffic for the busiest venue in Northern Colorado

• Managed team of four graphic designers; managed marketing budget, coordinated design, marketing and social media for events targeted to 30,000 university students, 6500 Faculty, Staff and Northern Colorado community

• Led a team of student staff to create effective marketing, public relations and social media activities for a Department with $150 Million in communications projects each year

• Communicated with clients and develop creative marketing strategies to make the project successful

Writer at *Culturs.guru The Global Multicultural Magazine (Colorado, USA)*

JANUARY 2014 – MARCH 2015

• Wrote creative articles about multiculturalism from background experience, resulting in inquiries from around the globe

• Led social media crowdsourcing strategy for “Culturs.guru Rolling New Year: Kenya Bound” Kickstarter and Thunderclap Campaign

Magazine Design Intern at *Determined Nations Magazine (Colorado, USA)*

JANUARY 2014 – MAY 2014

• Managed and led graphic design tasks including creating event flyers, magazine layout, photo editing, and editing magazine articles

EXPERIENCE, continued

Digital Media Researcher at *Rocky Mountain Collegian (Colorado, USA)*

AUGUST 2013 – DECEMBER 2013

1. • Pitched mobile app idea for the bus transportation system at CSU
2. • Creative research to improve current Rocky Mountain Collegian digital media

Internship Student at *Rocky Mountain Collegian (Colorado, USA)*

JUNE 2013 – AUGUST 2013

1. • Created three newspaper pages per week for the weekly Collegian Summer Newspaper
2. • Aided advertising department design the coupons for local businesses to distribute to Colorado State University students

Military Police and *Presidential Security Interpreting Agent, Republic of Korea Air Force (Seoul, Korea)*

JULY 2010 – AUGUST 2012

1. • Lead specialized counter terrorism attack team tactics
2. • Mentored and guided 70 soldiers in order to adjust their transition into military life

• Translated as multilingual interpreter (Korean, English, and Indonesian) during Nuclear Security Summit Seoul 2012 for Korean and Indonesian presidential security team

English Tutor at *E- Chapters (Seoul, Korea)*

DECEMBER 2009 – OCTOBER 2012

1. • Taught English and Korean to Korean students using English learning skills acquired from past experience
2. • As a result 15 students out of 50 were able to attend English speaking schools, and move to foreign countries

EDUCATIONBachelor of Arts: Journalism and Technical Communications from Colorado State University

MAY 2014