

# KYUNAM CHOI

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## EDUCATION

- 08/02-02/05      **Master of Arts in TESOL-MALL**  
**Woosong University**, Daejeon, Korea  
Thesis: Essentializing Culture: EFL Pedagogy and the Need for Critical Practices
- 03/91-08/98      **Bachelor of Science in Physics**  
**Chungnam National University**, Daejeon, Korea
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## EXPERIENCE

- 03/05-07/07      **Woosong University**, Daejeon, Korea  
Program Coordinator at International Programs
- Assisted in contract negotiation process
  - Translated official/unofficial documents Korean to/from English, including inter-university related contractual documents
  - Planned and created a business proposal for Korean language program fundraiser to Ministry of Education in 2005, 2006, and 2007
  - Bolstered student exchange programs through constant communication with international partners
  - Acted as liaison for international faculty and students
  - Assisted with visa paperwork for international faculty and students
  - Designed and administered the website of TESOL-MALL masters program (<http://vod.wsu.ac.kr/tesol/>), using HTML, CSS, and PhotoShop
  - Created and co-designed university catalog, Korean Culture Program booklet, and international student handbook
- 11/99-04/00      **Korea Weekly**, Seoul, Korea  
Manager at Marketing & Communication Department
- Organized and planned PR, company promotions, and forecasting marketing budget in monthly, quarterly, and yearly bases
  - Planned and assisted to create a business proposal to acquire venture capital
- 05/94-08/96      **SISA Foreign Language Institute**, Daejeon, Korea  
Coordinator and Instructor
- Coordinated and managed academic curriculums for 50 classes and evaluated class performances
  - Acquired and sourced teaching materials
  - Taught English reading and grammar to youth groups

## SKILLS

### Computer

- Programming Languages: Basic knowledge of Visual Basic and PHP
- Operating System: Windows 95/98/NT/2000/XP and Linux
- Application Software: Microsoft Office, Adobe PhotoShop, Flash, Windows Movie Maker, and SPSS
- Web Design: HTML, CSS, EditPlus, and basic knowledge of PHP and MySQL
- Proficient in installation, maintenance, and troubleshooting of PCs

### Language

- Excellent English as well as Korean communications skills both oral and in writing
  - Excellent translation of Korean to/from English
  - Basic knowledge of Japanese and Chinese
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## ACHIEVEMENTS AND AWARDS

2007-2005	Planned, organized, and managed Korean Culture Program for international students
2006-2005	Prepared and supervised English Test for selecting exchange students
2006	Planned and assisted the design of the official English website of Woosong University ( <a href="http://english.wsu.ac.kr/">http://english.wsu.ac.kr/</a> )
2006	Planned and supervised athletic activities, field trips, and student association for international students
2004	National Technical Qualification Certificates: Information Processing Engineer
1995	Chungnam National University of Dean's Honor List

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## REFERENCES

Dr. Rodney Pederson  
Professor & Director of TESOL-MALL  
Woosong University  
17-2, Jayang-dong, Dong-gu  
Daejeon, Korea  
Phone: 82-42-630-9784  
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