

Sue Kwon

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EDUCATION

Bachelor of Commerce; International Management; Minor Political Science Sept 2008 – Dec 2012 (expected)
• McGill University, Montreal, Quebec

VOLUNTEER EXPERIENCE

Onsite Coordinator (Volunteer) Nov 2011– Present

Frontier College/DJ Sports Club, Montreal, Quebec

- Working with a team of volunteers to mentor and tutor a group of student-athletes
- Successfully effected creative techniques to engage students such as group presentations on the attributes of a great athlete and discussions on thought-provoking topics such as the use of social media in society
- Promoted to position of on site coordinator for DJ Sports club in April 2012
- Assessing DJ Sports Club's homework club program for areas of improvement with other volunteers
- Maintaining a healthy relationship between Frontier College and DJ Sports club by communicating regularly through emails and regular meetings, setting clear expectations and regularly seeking feedback

Talent Management Team Leader Jan 2009 – Apr 2011

AIESEC, Montreal, Quebec

- Composed and delivered multiple motivational workshops at different events to engage, inspiring members to set and achieve goals and take advantage of leadership opportunities
- Effectively worked with other team members to explore original techniques for member engagement such as a mentorship program

VP Delegate Services – AIESEC National Congress 2012 Nov 2011 – Jan 2012

- Organized a national, five day, intensive conference for a congregation of AIESEC chapters all over country to discuss best case practices and run development workshops
- Worked in a high-paced dynamic environment on a team of twenty to coordinate the schedules for meals, workshops and night events for over three hundred delegates.

OTHER WORK EXPERIENCE

Guest Service Agent Apr 2012 – Sept 2012

Royal Victoria College, Montreal, Quebec

- Interacted with clients from all over the world in a hostel setting
- Provided excellent customer service by answering any questions, accommodating to special requests and handling customer complaints in a professional manner

Student Organizer/ Promoter May 2012 – Present

Dobson Cup, McGill University, Montreal, Quebec

- Employing new methods of marketing such as leveraging social media platforms to increase awareness of the business competition across McGill's vast and diverse student body
- Communicate to professional entrepreneurs through emails and in person to foster a positive relationship to ensure their continued future support for the Dobson Cup

Dave's Store General Manager Sept 2010 –Apr 2011

McGill University, Montreal, Quebec

- Administered daily operations of a student-run store on campus including marketing and merchandising
- Required ability to work in a self-motivated environment to delegate tasks

EXTRA-CURRICULAR ACTIVITIES

McGill Women's Ultimate Frisbee Team Sept 2008 – Nov 2011

- Awarded Most Improved Player and elected assistant team captain for Fall 2011 season
- Required effective time management to balance schoolwork with practices and tournaments on weekends
- Directed the tryouts, practices and provided support and guidance to new team members