

# Heewon Suh

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## Objective

Seeking a full-time position as a financial planner where I can utilize my personal financial planning skills, and tutoring skills. Currently preparing for the March 2018 CFP Exam.

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## Skills

- Financial Planning
  - Tutoring
  - Leadership
  - Customer service
  - Communication
  - Sales
  - Management
  - Microsoft Office
  - HTML5
  - Language: English, Korean
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## Awards and Achievements

Minnesota State University, Mankato - Mankato, MN

- Personal Financial Planning: Financial Planning Competition-Second Place April 2017
  - CRLA Level 2 Certificate Apr 2017
  - CRLA Level 1 Certificate Nov 2016
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## Education

Bachelor of Science Degree : Finance Major, Actuarial Science Minor 2012 - 2017

- Minnesota State University, Mankato - Mankato, MN GPA:3.62
  - Federated Insurance Opportunity Scholarship 2016 - 2017
  - Joseph & Judith Reising Scholarship 2015 - 2016
  - Dean's List 2014 - 2017
  - Honors Program 2012 - 2013
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## Work Experiences

**Office Assistant** Aug 2017 - Dec 2017

Minnesota State University, Mankato- College of Graduate Studies and Research | Mankato, Minnesota

- Welcome visitors as they arrive at the College of Graduate Studies and Research office.
- Provide excellent customer service by answering questions in a clear and precise manner.
- Receive letters and credentials, code them in, and distribute them to staff members.

**College of Business Tutor** Sep 2016 - Dec 2017

Minnesota State University, Mankato- Student Support Service | Mankato, Minnesota

- Provide private tutoring to students to improve academic performance.
- Provide assistance with the course content and academic success skills while building the student's personal responsibility.
- Provide feedback to students using positive reinforcement techniques to motivate students.

**Server** Aug 2014 - Dec 2015

Sodexo -University Dining | Mankato, Minnesota

- Provide excellent customer service on a daily basis and listen to customer's complaints.
- Prepare food and serve it in timely manner, maintain a safe and clean work environment at all times, and execute cash register transactions.

**Student Teacher Assistant** Jan 2013 - April 2013

Mankato East Junior High School | Mankato, Minnesota

- Observe students' performance and record relevant data to assess progress.
  - Reinforce lessons presented by teachers by reviewing material with students one-on-one.
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## Leadership/Activities

- Minnesota State University, Mankato - Mankato, MN
- Korean Student Association – President May 2015 - May 2017
- Finance Club – Member Aug 2015 - May 2017