

August 15, 2023

To Whom It May Concern,

With a proven track record of transformative leadership, I am eager to contribute my experience and passion to your organization. Throughout my career, I've consistently demonstrated the ability to guide organizations towards growth and success. Whether it's streamlining operations for efficiency, promoting collaboration through effective team management, or devising innovative strategies to achieve objectives, I have consistently delivered tangible results.

High-Level Leadership: My journey showcases adept high-level leadership, driving six successful projects in three years at the Hansalim Foundation and achieving an exceptional 334% revenue increase in the first year as Executive Director at Ronald McDonald House Charities Korea.

Fostering Partnerships: I excel in forging impactful relationships, exemplified by establishing Korea's first Ronald McDonald House. Overcoming cultural challenges, I united communities, businesses, Korean corporations, and government entities, ensuring seamless resource allocation and acting as a technical resource liaison.

Collaborative Leadership & Oversight: Leading Korea's inaugural Ronald McDonald House, I secured a 3 billion KRW budget through successful fundraising, overcame cultural barriers, and built vital partnerships. With a decade in Korean NGO leadership, I possess deep insights into local laws, evolving regulations, and effective program implementation, fostering innovative initiatives like the RMH and impactful events.

Financial Expertise & Operational Excellence: With a decade as Executive Director, I've mastered comprehensive budget planning, management, and execution, ensuring financial precision and operational efficiency throughout program execution.

My experiences align closely with the organization's mission, and I'm enthusiastic about the prospect of discussing how I can make meaningful contributions during an interview.

Thank you for your consideration.

Sincerely,

Eunhee Kim

A handwritten signature in black ink, appearing to read 'Eunhee Kim', written over a light blue horizontal line.

Eunhee Kim

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Areas of Expertise

Strategic planning and execution
Problem-Solving & decision-making
Clear Communication
Internal Communications

Financial management
Marketing
Organization
Approachability

Leadership and
team management
Creativity
The ability to delegate

Professional Profile

Experienced Executive Director with a decade of transformative leadership in NGOs. Achieved 860% revenue growth in two years and led the establishment of Korea's pioneering Ronald McDonald House. Proven expertise in program management, advocacy, and coalition building, ready to advance NDI's mission as the Korea Country Representative.

Work History

**March, 2020 –
Current**

Executive Director

Hansalim Foundation, Seoul

Key Qualifications & Responsibilities

- Oversaw executive administration.
- Develop intensive, ambitious business strategies, short-term goals, and long-term objectives.
- Drive strategic improvements to enhance operational and organizational efficiencies.
- Set goals to guide staff and achieve mission fulfillment.
- Advocate for organization and company mission to raise awareness and support.
- Lead analysis of underperforming projects for growth and productivity.

Key Achievements

- Design, finalize, and implement 6 new projects (4 local, 2 international) in a 3-year timespan.

**March, 2018-
February, 2020**

Refresh Time

- Led Project in Harare, Zimbabwe during a journey across Southern Africa, Russia, and Asia.
- Earned party & event planner certification.
- Invited lecturer on CSR, Leadership, Donor relationship, and program design.
- Consulted for small NGOs (Executive Administration).

**August, 2013-
February, 2018**

Executive Director

Ronald McDonald House Charities Korea, Seoul

Key Qualifications & Responsibilities

- Oversaw executive leadership, employee training, and public relations with partner group.
- Modernized procedures and organization.
- Built relationships with donors, government officials and other organizations.
- Set organizational goals and objective for mission fulfillment.
- Monitored compliance with laws and regulations.
- Created promotional materials and public outreach.
- Represented organization through presentations and community events.
- Strong team building and fostering work culture of collaboration and inclusion.
- Promoted collaborative work culture to boost morale and lower turnover.
- **Key Achievements**
- Established RMHC Korea and built the first Ronald McDonald House in the country.
- Increased revenue by over 860% in a 2-year timespan.

2011-02 - 2013-07

Manager

Korea Society for Rehabilitation of People with Disabilities, Seoul

Key Qualifications & Responsibilities

- Managed fundraising team, ensuring successful revenue targets.
- Monitored daily activities and mentored team members.
- Improved marketing and relationships with donors.
- Exceeded revenue goals by average of 130% through effective fundraising projects.
- Managed event openings and closures at Incheon International Conferences on Disability.

Key Achievements

- Increased number of payroll donors by over 30% in 1-year timespan.

2010-01 - 2011-12

Assistant Manager

Community Chest, Seoul

Key Qualifications & Responsibilities

- Designed and implemented 4 new fundraising projects.
- Built relationships with government officials and entertainment business people to create successful CSR programs.
- Mentored team members to enhance professional development and accountability in workplace.
- Increasing fundraising revenue by 45%.

Key Achievements

- Designed and implemented FC Seoul (professional soccer team) Project to increase funds and awareness effectively.

2009-01 - 2009-04

Project Manager (International Conference TF Team)

Korea Association of Social Workers, Seoul

Key Qualifications & Responsibilities

- Planned & Coordinated International Social Work Conference 2009.
- Planned and managed opening and closing programs.
- Oversaw and invited and managed oversee participants (1,000 participants from 30 different countries).

Key Achievements

- Hired volunteer performers to save 20% of the total budget.

2001-03 - 2006-02

Lecturer

Hanyang College, Seoul

Key Qualifications & Responsibilities

- Taught Truism English language to college students.
- Created career program for senior students to prepare for job interviews.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Mentored and advised students to explore career pathways based on their knowledge, skills, and strengths.

Met with students to provide study and career advice and offer guidance and potential opportunities within their chosen field.

Key Achievements

- Increased graduate employment rate by 5%.

2000-07 - 2001-02

Project Manager

English Camp of Hankuk University of Foreign Studies, Seoul

Key Qualifications & Responsibilities

- Oversaw and designed and implemented English Camp for 2000 & 2001.
- Developed and initiated English Camp, managed costs, and monitored performance.
- Hired and trained 45 English Native Speakers.
- Promoted camp and recruited students.

Key Achievements

- Engaged 50 volunteer English conversation partners from Delton, Texas, to save personnel expenses.

Education

2006-03 - 2009-02

MSW / Master of Social Work: Social Policy

Sogang University Graduate School of Public Policy - Seoul, Korea

The Lived Experience of People with Mentally Ill 'Members of Clubhouse'

Relevant Coursework: Social Welfare Administration, Community Welfare & Practice, Social Welfare and Law, Research Methods in Social Welfare, Data Analysis for Social Welfare, Social Welfare with People with Disabilities

1998-09 - 1999-08

Bachelor of Arts: Counseling

Texas A&M University

Relevant Coursework: Counseling Skills, Culture and movies

- Dean's List [Fall, 1998]
- Dean's List [Spring, 1999]

Additional Skills

- **Excel in the management and mentoring** of others with an innovative approach that encourages and enables attainment/exceeding of imposed goals and objectives, a collaborative team approach and the desire to succeed.
- **Resourceful and diverse producer** with vast skills and abilities in: marketing, people management, and strong organizational and project-management skills
- **Interpersonal and articulate**, able to pursue initiatives that capitalize on strengths and opportunities and proven to successfully identify and shepherd the process from the first meeting to the closing of transactions.

Languages

Korean: Native

English: Proficiency

Leadership & Volunteer

- Guest Speaker & Interpreter Independent Living Conference, January 2010
- Representative Korea, UNDP Colombo Plan for Women Counselor (Adult Rehabilitation Specialist), Chennai, India, September 2008
- Interpreter, Adult Rehabilitation Center Training Program in PV, CA, August 2008
- Volunteer English interpreter (2006-Preset)

Training & Certification

- Certificated Event Planner and Event Styling July 2019
- Domestic Violence Counseling Training, March-July 2008
- University of Arizona International Study Program in Guadalajara, Mexico, July-August 1999
- Career Counseling Assessment & MBTI Workshop, TX A&M Commerce, TX, April - May 1999

Publication

- A Phenomenological Study of the Lived Experiences of Koreans with Mental Illness, Published by Journal of Social Service Research, 2014
- Independent Future Published by Korean Federation of Center for Independent Living of Persons with Disabilities 2009