

Heewon (Hannah) Seo

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WORK

The Australia Institute

Events Administrator

Canberra, Australia

07/2024- Present

- Support the delivery of an annual calendar of events and campaigns.
- Manage various stakeholders, including speakers, venue providers, caterers, audio and visual providers, attendees, donors, etc.
- Manage event registration, ticket sales and processes, and respond to attendee enquiries.
- Set up and promote events via internal systems like Nation Builder and online platforms like Eventbrite, Facebook, our website and other relevant software & platforms.
- Develop and manage event timelines, run sheets, event schedules, floor plans etc.
- Manage event logistics, including setup, teardown, and onsite management.
- Evaluate event impact to identify opportunities for improvement and provide recommendations for future events.

EDUCATION

The Australian National University (ANU)

Bachelor of International Relations

Canberra, Australia

02/2021- 07/2024

- GPA: 6.875/7.0
 - Received Chancellor's Letter of Commendation for achieving a Grade Point Average (GPA) of 7.00 for the full academic year
- Major: Development Studies/ Minors: Asia-Pacific International Relations & Asia-Pacific Politics

LANGUAGE

- **English & Korean** **Native or bilingual proficiency**

EXPERIENCE

ANU Asia Pacific Week Organising Committee 2024

Content Coordinator

Canberra, Australia

02/2024 – 06/2024

- Organised five academic [panels](#), including topics, content, and speakers from various institutions such as the ANU, Australian Strategic Policy Institute and the Lowy Institute, to provoke discussion on issues in Asia and the Pacific, such as climate change and Australia-ASEAN relations.
- In charged of communicating and coordinating guests, such as sourcing parking permits, checking panellists' dietary requirements, planning headshots and bios, and creating gifts.
- Facilitated the panel during [the four-day conference](#) from 17th to 20th June 2024, such as preparing the lecture room and its set up for discussion, such as sitting arrangements and snack and drinks bar, as well as tech requirements

Australian Institute of International Affairs

Social Media & Communications Intern

Canberra, Australia

01/2024 – 04/2024

- Designed 10-15 visually appealing posts for the institute's social media channels ([LinkedIn](#), [Twitter](#), [Facebook](#), and [Instagram](#)) for both the AIIA National Office and the ACT branch
- Sent a weekly newsletter about AIIA branches across Australia via GlueUp
- Assisted in promoting AIIA events through social media platforms via Hootsuite, [website](#) via Glueup, and promotion [materials](#).
- Drafted the report about AIIA social media trends and suggestions for the best practices

ANU Woroni (Student Media Organisation)

Senior Events Officer

Canberra, Australia

08/2023 – 06/2024

- Planned events for Woroni, such as contacting venues, organising performers and catering options, and helping set up and advertise the event together with the social media team
- Conducted onsite management by assisting in running events such as ticket checking, catering preparation, and

event timelines.

- Recorded event expenditure, bookings, or equipment and sends a report to the Executive Officers of the Woroni Board after the event

ANU Yukeembruk Village (Residential Hall)

Community Coordinator

Canberra, Australia

01/2023 – 04/2023

- Participated in organising events for O week and week one events for residents, especially for the first-year students, about the information on preparing courses and semesters and introducing student clubs and relevant departments for academic or pastoral assistance.
- Assisted with the recruitment and development of Residential Scholar teams by planning and conducting training sessions
- Published fortnightly newsletter to the Residents about the important pastoral updates, events, announcements and drafted handbooks to be used as manuals for administration

ANU Graduate Research Office

Higher Degree Research Officer

Canberra, Australia

10/2022 – 12/2022

- Overlooked coordination of the admission process, issuing outcomes to domestic and international HDR candidates, support for Joint and Dual award program admissions
- Managed processing enrolments and variations such as program leave, extensions and changes to intensity and oversight of timely progression

The Organization for World Peace

Senior Correspondent & Junior Correspondent

Canberra, Australia (Remote)

06/2022 – 05/2023

- Covered fortnightly ongoing [current affairs news](#) in timely updates
- Published a series of opinion pieces that could encourage public debate on a significant global political issue

World Federation of United Nations Associations

President at College Leaders at the United Nations Korea

New York, United States (Remote)

11/2021 – 02/2022

- Established the policy proposal to be submitted about 'Promoting women STEM leaders in the education and workforce of the United Arab Emirates'
- Conducted online [socialising events](#) over six weeks before the conference to engage with attendees effectively via Zoom and Gather
- Created an Instagram account for attendees to join, mainly for updating the project progress of six teams and promoting socialising events

Asia Exchange Association

Secretary-General at ASEAN-Korea Political-Security Forum

Seoul/Busan, Republic of Korea

08/2021 – 11/2021

- Managed to organise a hybrid [ASEAN-Korea Political and Security Forum](#) in Busan, Korea, from November 9th to 15th, 2021 that involved 100 students from Korea and ASEAN countries
- Content preparation: selected the theme of the conference and discussion topic, created a handbook for each panel, and planned out each day's sessions
- Recreational event organisation: planned local trips in Busan, hosted Zoom trivia and quiz events, organised the prize for the winners
- Event management: set up the conference room with a stable internet connection, prepared for the formal dinner on the last day, and prepared for the speech for the closing ceremony

Korea International Cooperation Agency

Assistant at 14th Seoul ODA International Conference

Seoul, Republic of Korea (Remote)

08/2021 – 09/2021

- Published social media content and ODA-related articles for the 14th Seoul ODA International Conference twice a week
- Planned and promoted SNS events in advance of the Conference to increase online event register

ANU Student Association International Students' Department

Member of Publication Team

Canberra, Australia (Remote)

02/2021 – 11/2021

- Created and maintained event websites and social media accounts to promote the event about ANU, especially for those who were overseas during the lock-down of the border
- Made infographics about available student assistance with academics, counselling, and medical care like emergency (000) or testing positive for COVID-19.

Association Internationale des Étudiants en Sciences Économiques et Commerciales

Canberra, Australia (Remote)

Member at ANU Branch Youth United Team

02/2021 – 06/2021

- Hosted three Zoom exchange events for college students in Australia, Singapore, Malaysia, The Philippines, China, and Hong Kong.
- Conducted Zoom conferences for networking and future careers for university students in Australia, Korea, the Philippines, and Malaysia.

North London Collegiate School Jeju

Jeju Island, Republic of Korea

Undergraduate Assistant

08/2020 – 06/2021

- Participated and ran the lessons as the teaching assistant for Years 7,8,9 and 11 History classes – three days a week
- Managed the afterschool pastoral care at the girl's boarding house as the assistant for Year 7-11 girls.
- Coached the afterschool clubs (Model United Nations, School Magazine Clubs, and Basketball)

AWARD

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|---|--------------------------|---------|
| 6th AWP Global Youth Essay and Art Contest – First Prize (Essay) | Seoul, Republic of Korea | 12/2024 |
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Ministry of Foreign Affairs

Chancellor's Letter of Commendation

Canberra, Australia

04/2024

Academic performance to achieve a Grade Point Average (GPA) of 7.00 for the full academic year

2023 ANU Student Research Conference Presenter

Canberra, Australia

09/2023

2022 Foreign Policy Proposals Contest – Excellence Award

Seoul, Republic of Korea

08/2022

Ministry of Foreign Affairs

PUBLICATION

[Voting Preferences in the 2024 South Korean Legislative Election](#), Australian Outlook, 12 Feb 2024

[Women's Labour Participation Challenges in Japan and South Korea](#), Australian Outlook, 05 Mar 2024

QUALIFICATION

International English Language Testing System (IELTS) – 8.0

01/2024 – Present

MS Word Certificate (A), Word (A), Excel (A), Presentation (A) (ITQ)

09/2021 – Present

Translation Test (Eng-Kor) 2nd Class (Interpretation & Translations Test)

09/2019 – Present