

# Heewon (Hannah) Seo

Republic of Korea | Based in Canberra, Australia  
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## Work

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### The Australia Institute

Canberra, Australia

*Events Administrator*

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.

### Australian Institute of International Affairs

Canberra, Australia

*Social media & Communications Intern*

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 ([Australia's Role in Korea's Indo-Pacific Strategy Policy Forum](#)) through social media platforms via Hootsuite, [website](#) via Glueup, and promotion [materials](#).
- Made the report about AIIA social media trends and recommendations for the best practices.

### ANU Yukeembruk Village (Residential Hall)

Canberra, Australia

*Community Coordinator*

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 a 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

Canberra, Australia

*Higher Degree Research Officer*

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.

### 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).

## EDUCATION

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### The Australian National University (ANU)

Canberra, Australia

*Bachelor of International Relations*

02/2021- 07/2024

- GPA: 6.875/7.0
- Major: Development Studies / Minors: Asia-Pacific International Relations & Asia-Pacific Politics

## EXPERIENCE

### ANU Asia Pacific Week Organising Committee 2024

Canberra, Australia

*Content Coordinator*

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 guest and facilitated the panel during [the four-day conference](#) from 17th to 20th June 2024.

### The Organization for World Peace

Canberra, Australia (Remote)

*Senior Correspondent & Junior Correspondent*

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

New York, United States

*President at College Leaders at the United Nations Korea*

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

Seoul/Busan, Republic of Korea

*Secretary-General at ASEAN-Korea Political-Security Forum*

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

Seoul, Republic of Korea

*Assistant at 14<sup>th</sup> Seoul ODA International Conference*

08/2021 – 09/2021

- Published social media content and ODA-related articles twice a week to increase online event register

## AWARD

<b>2025 Taejae Future Consensus Institute Essay Contest</b>	What role should South Korean think tanks play in establishing South Korea as a leading country in solving global issues?	Third Prize (Essay)	<i>Taejae Future Consensus Institute</i>	03/2025
<b>6th AWP Global Youth Essay and Art Contest</b>	Presence, Promotion, and Protection: Three Pillars for Advancing Women in Peace and Security	First Prize (Essay)	<i>Ministry of Foreign Affairs, Republic of Korea</i>	12/2024

<b>Chancellor's Letter of Commendation</b>	Academic performance to achieve a Grade Point Average (GPA) of 7.00 for the full academic year		<i>The Australian National University (ANU)</i>	<i>04/2024</i>
<b>2023 ANU Student Research Conference Presenter</b>	Is compulsory voting required for a just voting system?		<i>ANU</i>	<i>09/2023</i>
<b>2022 Foreign Policy Proposals Contest</b>	Connecting to Korea, Embassy of the Republic of Korea in Metaverse	Excellence Award	<i>Ministry of Foreign Affairs, Republic of Korea</i>	<i>08/2022</i>

## **PUBLICATION**

<a href="#"><u>A next-generation agenda: South Korea-US-Australia security cooperation</u></a>	Atlantic Council	<i>04 Nov 2025</i>
<a href="#"><u>South Korea's economy in tatters amid political turmoil</u></a>	East Asia Forum	<i>21 Feb 2025</i>
<a href="#"><u>Voting Preferences in the 2024 South Korean Legislative Election</u></a>	Australian Outlook	<i>12 Feb 2024</i>
<a href="#"><u>Women's Labour Participation Challenges in Japan and South Korea</u></a>	Australian Outlook	<i>05 Mar 2024</i>

## **QUALIFICATION**

International English Language Testing System (IELTS) – 8.0	<i>01/2024 – Present</i>
Translation Test (Eng-Kor) 2nd Class (Interpretation & Translations Test)	<i>09/2019 – Present</i>