**Guidelines for completing & submitting the *Curriculum Vitae* Form.**

1. By completing this application form, you agree to KCAB INTERNATIONAL using any of your personal information that you may have provided in this application for the purpose of assessment of panel listing, background and reference checks, future appointments in any mediation handled by KCAB INTERNATIONAL, and listing your curriculum vitae on KCAB INTERNATIONAL’s website, in accordance with the Korean Data Protection Act.

2. We kindly ask you to complete your application using the *Curriculum Vitae* Form below.

4. Please attach a recent photo in the left box under the ‘Personal Information’ section. Please limit the dimensions of the photo to the boundaries of the box.

5. We ask that you select up to five areas of expertise. If there are additional areas of expertise or ones not listed in the chart below, please provide this information in the miscellaneous section.

6. Kindly preserve the original style, font, and font size of the document when feasible. For your guidance, the original font is Cambria.

7. The text inscribed in blue provides additional instructions for completing the *Curriculum Vitae* Form. You may erase this reference text as you fill out the form.

8. Please ensure that your file is submitted as a **Word document**. Please avoid submitting a converted file. (e.g. PDF or image format)

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| **PERSONAL INFORMATION** | | | |
|  | | | |
| **Name** | First Name SURNAME  *Capitalize your surname to distinguish it from your first name.* | *Attach a recent photo.*  *Please limit the size of the photo to  the boundaries of this box.* | |
| **Current Position** | Current Position,  Name of Current Company |
| **Nationality** | 1. primary 2. secondary (if any) | **Country of  Residence** | primary secondary (if any) |

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| **Languages** | Language (choose level: Native/Proficient/Conversant)  ex) English (Proficient), Chinese (Proficient) |

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| **PERSONAL INFORMATION *– Not to be listed on KCAB website*** | |
|  | |
| **Date of Birth** |  |
| **Email Address** |  |
| **Mobile Phone No.** |  |
| **Phone No.** |  |
| **Current Address** |  |
| **Fax** |  |

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| **EDUCATION** | | |
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| **Period** | **Name of Institution, *degree*** | **Location** |
| Start Date –  End Date | Name of School, Name of Program (if applicable), Name of Degree | City,  State (if any),  Country |
| ex) March 2020 – Present | Harvard Law School, LL.M. | Cambridge, Massachusetts, United States |
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| **PROFESSIONAL CAREER** | | |
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| **Period** | **Name of Company, Division, Title** | **Location** |
| Start Date –  End Date | Name of Company, Name of Team  (if applicable), *Name of Position* | City,  State (if any),  Country |
| ex) March 2020 – Present | Best Practice LLC,  Arbitration Division, *Partner* | Seoul,  Republic of Korea |
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| **AREAS of EXPERTISE** | | | | | | | | | |
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| **Marine** | | Shipping & Components | |  |  | **Trade** | Sale of Goods |  | |
| Marine Transportation | |  | International  Sales Agency/Distributor |  | |
| Marine Insurance | |  | Others- *Trade* | **●** | |
| Others- *Marine* | |  | **M&A · Joint Investment** | M&A | **●** | |
| **Real Estate** | | Leasing | |  | Joint Investment | **●** | |
| Sales | |  | Others- *M&A · Joint Investment* | **●** | |
| Development | |  | **Finance** | Insurance | **●** | |
| Others- *Real Estate* | |  | Securities |  | |
| **Construction** | | Construction | |  | Banking |  | |
| Civil Engineering | |  | Equipment Leasing |  | |
| Architectural Design | |  | Credit Card |  | |
| Landscaping | |  | Others- *Finance* |  | |
| Industrial Facility/Plant | |  | **Intellectual Property** | Industrial Right |  | |
| Construction Supervision | |  | Copyright |  | |
| Environment | |  | Domain |  | |
| Energy | |  | Others- *Intellectual Property* |  | |
| Others- *Construction* | |  | **IT** | Software |  | |
| **Entertainment** | | Entertainment | |  | Hardware |  | |
| Sports | |  | Others- *IT* |  | |
| Broadcasting,  Advertisement | |  | **Others** | Commercial Transaction |  | |
| Others- *Entertainment* | |  | Technology |  | |
| **Labor** | | Employment | |  | Medical |  | |
| Others- *Labor* | |  | Others |  | |
| **MEDIATION EXPERIENCE** | | | | | | | | |
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| **Mediation Style** | | | ex) In most cases, my mediation style is facilitative, but upon parties’ request, I may employ a more evaluative approach. | | | | | |
| **Enlisted  Mediation Institutions** | | | * Please list all institutions where listed as mediator. ex) ABC International Mediation Institute BCD International Mediation Institute | | | | | |
| **Others  (Relevant Experience with International Mediation)** | | | * ex) Successfully mediated a \_\_\_\_$ dispute in 2024 involving party A and Party B. | | | | | |

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| **PUBLICATIONS** |
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| * Publication Citation 1 * Publication Citation 2 * Publication Citation 3 * Publication Citation 4 * Publication Citation 5 * Publication Citation 6 * Publication Citation 7 |

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| **MISCELLANEOUS** |
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| * Certificate: - Admitted to bar in (Name of Country) (Year) - Certificate at …. - ex) Admitted to bar in Republic of Korea (2004) and New York, United States (2006) * Listed as Panel of International Arbitrator in the following organizations: - organization AAA - BBB Association * Affiliated with the following organizations: - Former President, organization AAA (2010 – 2012) - Member, Young BBB Committee - Advisor, Ministry of CCC in DDD country * Awards & Recognitions: - Award 1 (Organization, Year) - Award 2 (Organization, Year) - ex) Leading Lawyer, Who’s Who Legal: Arbitration (Who’s Who Legal, 2024) * Conferences & Seminar Presentations: - Indicate Role as well as the name & date of the conference/seminar. If applicable, also indicate the name of the presentation/speech. - ex) Guest Panel Speaker at KCAB INTERNATIONAL’s 13th Asia-Pacific ADR Conference, speaking on “ABCD.” (10.16.2024) * Feel free to share any other information you feel is relevant. |

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