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| **Yoon Kyung (Katie) Joo**  Translator | |
| |  |  | | --- | --- | |  | Profile Professional freelance translator with 3 years of experience in translating a variety of document, films, games, and academic abstracts | |  | Freelance Work HistoryLobster Ink\_ Catapult project (ENG>KOR) October 2020 — Current  - Translating scripts within training and onboarding videos for associates at a global hotel chain  - Using Lilt to translated materials Flitto\_Corpus Project\_post editing (KOR>ENG) August 2020 — November 2020  - Post-edited machine-translated phrases from Korean news articles  - The weekly minimum workload was approximately 7200 words  - All works were closely checked by the company for min. 90% accuracy Flitto\_Corpus Project (KOR>ENG) July 2020 — August 2020  - Translated everyday-related phrases for Flitto's Corpus Project.  - The project lasted about 1 month  - MTPE project Transcription\_Green Crescent (KOR>KOR) January 2020 — April 2020  - Worked with a US company called Green Crescent  - Transcribed Korean TV shows Flitto\_Corpus Project (KOR>ENG) June 2019 — December 2019  - Translated travel-related phrases for Flitto's Corpus Project.  - Average word count per week was 54,000  - The project lasted about 6 months  - MTPE project Flitto\_Domain Project (KOR>ENG) June 2019 — December 2019  - Translated phrases from Korean newspaper for Flitto's Domain Project  - The source materials include political, legal, economic, social, and entertainment news  - Average word count per week was 34,000  - The project lasted about 6 months  - MTPE project Professional Swimming Journals (ENG>KOR) December 2016 — July 2017  - Translated articles, interviews,  and exercise drills from <https://www.swimmingworldmagazine.com/> for a swimwear company in South Korea  - Approximately 435,000 words translated during 6 months period Subtitling (ENG>KOR, KOR>ENG) - TEDx Talks Our journey from classical to pop | Simply Three | TEDxLaSierraUniversity  - TEDx Talks TEDxVancouver - Nazanin Afshin-Jam - Voice for the Voiceless  - Independent feature film <My Can>  - Independent short film <Refund>  - Youtube videos e.g. The Point of Swimming, Daiya, MOCAR Game UI and marketing materials - Fruits Attack VR STEAM page descriptions  - Cartoon Network Arena UI  - Sword Knight UI General Translation - Surepi water tap user instruction  - Deek Co. company promotion video  - Talk IT promotional video  - Seolhaewon Golden Beach resort description page  - Pinkpong Baby Shark product description and specification, the theme song  - SGNL product description  - Ciel Inc. HelloDeli IoT platform business pitch slides  - PiCO product description for its Indiegogo funding page  - JAMEASY app business pitch slides  - Papa Recipe Cosmetics Hong Kong Cosmoprof entry documents  - Han Sung Motors Dream Gream project descriptions  - Sarang Education Institute description  - Dearavera GF 12 Solution user manual  - Introderm Peptide Omni Essence Booster product detail  - Konkuk University ceremonial speech  - Metro City website UI  - Thesis abstracts for fashion, art, technology study  - Professional letters  - CV/Resume Business Contracts - Auctionwini Online Auction and Public Sale Service User Agreement  - Jeongsim Food Agricultural Co., Ltd. products supply agreement  - Labor agreement template Celebrity Profiles, - K-Pop star Kim Hyun-Joong  - Baritone Claudio Jung | |  | Employment HistoryKorean Liaison Officer (Casual) at H&H Training Centre Campsie, Campsie, Australia January 2018 — Present  - Translated class and marketing materials into Korean.  - Interpreted classes for Korean clients.  - Assisted clients with any inquiries they might have face-to-face, on the phone, and email  - Converted the inquiries to actual sales by a thorough consultation and following-up  - Made sure all complaints are answered and resolved appropriately and timely  - Took initiative in creating H&H's Facebook page for online marketing.  - Greatly maintained and improved H&H's existing blog by publishing interesting contents weekly  - Created marketing materials such as brochures, flyers, posters, and videos  - Undertook general duties such as payments, printing, stock-checking, and minor technical troubleshooting computers at the training center  - Ensured mistakes-free data entries with exceptional computer skills Intern at Algenib Lab, Sydney, Australia June 2017 — September 2017  - Designed attractive visual contents for online marketing of the company's BEBEROSIA project  - Designed attractive visual contents for the company's online shop  - Executed any ad hoc design tasks timely and efficiently Senior Sales Representative at Ichthus Healthcare, Sydney, Australia September 2014 — June 2017  - Met daily and weekly sales goal by selling healthcare products to customers  - Ensured excellent customer experience by following up on customers and assisting them with any issues or complaints about products  - made sure all complaints, exchange, and returns are answered and resolved appropriately and accordingly  - Enhanced presence of the company by creating attractive promotional materials such as brochures and its website  - Created a positive and supportive team environment by organizing team-building dinners and implementing  incentives to top sellers upon the owner's approval Receptionist/Sales assistant at Websdaily, Kingscross, Australia August 2013 — August 2014  - Assisted customers with internet cafe services  - Assisted customers with professional printing services  - Made sure all customers are served appropriately and timely  - Hit sales target by selling electronics and printing services  - Handled diverse complaints successfully under extreme pressure  - Managed payments with minimum errors  - Was the best selling staff member at the business Sales assistant at Bolt Communications, Sydney, Australia August 2012 — December 2012  - Assisted customers wanting to buy phone accessories  - Hit hourly sales target by selling phone covers, screen protectors, and conducting minor repairs  - Was the best selling staff member Counterhand at Dragon Boy Noodle Bar, Sydney, Australia August 2012 — December 2012 Counterhand at Brown Rice Sushi, Kingscross, Australia May 2012 — June 2012 Wait Staff/Bar Staff at Lobby Cafe & Bar at Mantra Hotel, Sydney, Australia August 2011 — August 2012 Farmhand at Various farm sites, Australia May 2011 — August 2011 Wait Staff at Menya Noodle Bar, Sydney, Australia February 2011 — May 2011 | |  | EducationCertificate IV in TESOL, Language Training Institute, Sydney, Australia September 2018 — September 2019 Bachelor of Interactive Media, AIT, Ultimo, Australia August 2013 — August 2016  - Specialized in 3D animation  - Was awarded an achievement award upon graduating High School Diploma, Cheongju Jungang Girls' High School, Cheongju-si, South Korea | |  | ReferencesProvided upon request. | | Details 0456055069  [appie90@naver.com](mailto:appie90@naver.com) Languages  |  |  | | --- | --- | | Korean | | |  |  | | English | | |  |  | | IETLS | | |  |  | | TOEFL | | |  |  |  Skills  |  |  | | --- | --- | | KOR>ENG Translation | | |  |  | | ENG>KOR Translation | | |  |  | | Trados | | |  |  | | Subtitle Edit | | |  |  | | Adobe Photoshop | | |  |  | | Adobe Premiere Pro | | |  |  | | Excel and Word | | |  |  | | Autodesk 3ds Max | | |  |  | | Autodesk Maya | | |  |  | | Zbrush | | |  |  | |