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| **Yoon Kyung (Katie) Joo**Translator |
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|  | ProfileProfessional 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 materialsFlitto\_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% accuracyFlitto\_Corpus Project (KOR>ENG)July 2020 — August 2020- Translated everyday-related phrases for Flitto's Corpus Project.- The project lasted about 1 month- MTPE projectTranscription\_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 projectFlitto\_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 projectProfessional 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 periodSubtitling (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, MOCARGame UI and marketing materials- Fruits Attack VR STEAM page descriptions- Cartoon Network Arena UI- Sword Knight UIGeneral 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/ResumeBusiness Contracts- Auctionwini Online Auction and Public Sale Service User Agreement- Jeongsim Food Agricultural Co., Ltd. products supply agreement- Labor agreement templateCelebrity Profiles, - K-Pop star Kim Hyun-Joong- Baritone Claudio Jung |
|  | Employment HistoryKorean Liaison Officer (Casual) at H&H Training Centre Campsie, Campsie, AustraliaJanuary 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 skillsIntern at Algenib Lab, Sydney, AustraliaJune 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 efficientlySenior Sales Representative at Ichthus Healthcare, Sydney, AustraliaSeptember 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 approvalReceptionist/Sales assistant at Websdaily, Kingscross, AustraliaAugust 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 businessSales assistant at Bolt Communications, Sydney, AustraliaAugust 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 memberCounterhand at Dragon Boy Noodle Bar, Sydney, AustraliaAugust 2012 — December 2012Counterhand at Brown Rice Sushi, Kingscross, AustraliaMay 2012 — June 2012Wait Staff/Bar Staff at Lobby Cafe & Bar at Mantra Hotel, Sydney, AustraliaAugust 2011 — August 2012Farmhand at Various farm sites, AustraliaMay 2011 — August 2011Wait Staff at Menya Noodle Bar, Sydney, AustraliaFebruary 2011 — May 2011 |
|  | EducationCertificate IV in TESOL, Language Training Institute, Sydney, AustraliaSeptember 2018 — September 2019Bachelor of Interactive Media, AIT, Ultimo, AustraliaAugust 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. |

 | Details0456055069appie90@naver.comLanguages

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| Korean |
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| English |
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| IETLS |
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| TOEFL |
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Skills

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| KOR>ENG Translation |
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| ENG>KOR Translation |
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| Trados |
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| Subtitle Edit |
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| Adobe Photoshop |
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| Adobe Premiere Pro |
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| Excel and Word |
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| Autodesk 3ds Max |
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| Autodesk Maya |
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| Zbrush |
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