**Kim, Han Wool**

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Summary

* Worked with Korean and U.S. personnel during the military service as a KATUSA(Korean Augmentation To the United States Army)
* Experienced in writing and tranlation,both in English and Korean for formal essays and articles
* Self-starter with result-oriented mindset
* Maintained focus while managing multiple tasks

Education

* Hankuk University of Foreign Studies, Seoul
* Bachelor of Arts in English, will be acquired in August 2018

Experience

Assistant Tutor | JLI Academy | Seoul | 2012

Assisting the director with primary responsibilities on editing and proof-reading textbook materials for 3rd to 6th grades.

* searched for source material to check on their intellectual property right status
* reviewed and proofread the target textbook for coherent and comprehensible stories with no grammatical errors

Various translation works including Korean to English translation for local agencies, mostly part-time works while in school | 2015-2017

Additional Skills

* Experienced with Microsoft Office Word and Excel
* Can use Trados Studio 2011

Acknowledgements

* U.S. Army Commendation Medal for working as a main transcriber and secondary interpreter for high-ranking military officers during inter-agency meetings and managing administrative works. Cooperating with Korean institutions including DAPA and MND to coordinate the schedule for meetings and delivery of High Value Materials.