**Jane Lee**

interpreting and analyzing data in english. / transcription from Korean to English

# Professional Experience

## Jecheon international film festival/ Bucheon international film festival

## VIP translator/guilder, Jun2016-Oct 2016

## Managing the planning and development of film festival and procedures for inviting foreign directors to korea

## Translating stage greetings, movie review at film forum events

## flitto, Translator, Jan2018-present

## Interpreting contents of mobile marketing app , IT tech ad

## woonkim, Internship program at Catholic University of Korea

## Investigated and conducted study on block chain tech based IT company

## Optimized data collection procedures and generated reports on a weekly basis about token price change

## Used advanced Microsoft Excel

## Conducted reports about marketing strategies of blockchain tech companies

With great willingness, I am applying for the transcription job.. I believe that my education of taking international course, skill-set, and experience would make me a suitable for the work.

First, I completed international commerce course at college. During my school time I took all policy, diplomacy, International economy classes in English. I also learned internatioanl trade English based on business e mail, tarrif terminology, L/C, B/L document writings.

Second, I worked at a lot of international film festivals as a stage translator for foreign directors. Besides translating work, I have undertaken diverse research about foreigner’s custom satisfaction in korea and successfully guided them to buy traditional items while they stay in korea. I always tried to handle big and small kind problems for them and fill their needs in appropriate ways. The expression I heard from my boss that time was, “You are hard-worker and finish the works on time without mistakes”.

Third, I took internship course at IT tech company which runs operation services. I tried to get experiences related to analyzing price change and data research. It was short time internship (3months) but I fulfilled duty of managing data in right system with speed and accuracy. Since then I could get a balance of strong attention to detail and expertise in conceptualizing the bigger financial picture.

I am a highly organized and self-driven individual, passionate about developing my career in translation field. My commitment can be gauged from the fact that I have analyzed pricing data of various kind of IT company during my internship course. I also have gained an extensive insight within analyzing various issues based on statistic research since I have organized NYT article discussion group at college .

Since then I have translated both technical and non-technical documents and interpreted for high commanders, worked on movie subscribe.

I eagerly want to gain an extensive insight within this field,

I am an accomplished communicator, with organizational and time management skills and always want to surpass demanding performance goals. If you have any ongoing tasks that requires transcription from Korean to English or English to Korea, please let me know.

Thanks for your time

Sincerely,

Jinhee Lee