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|  | | | | Resume | |
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| Native Language | | | | English, Mandarin Chinese, Korean | |
| Working Language Pairs | | | | English, Mandarin, Korean, Cantonese | |
| Professional Services Offered | | | | Interpretation, Translation, Education, Training | |
| Professional Experiences | | | |
| Jan 2017 ~ Present  Aug 2016 ~ Oct 2016  Mar 2012 ~ Jan 2016  May 2016 ~ Jul 2016 | | **GLOBIBO, SINGAPORE: FREELANCE TRANSLATOR CUM INTERPRETER IN MANDARIN/KOREAN <-> ENGLISH**   * Translate and revise documents from various industries & fields, such as legal, business & commercial, banking & finance, sales & marketing, travel & tourism, education and affidavit signing. * Transcribe audio and video files verbatim.   **COURT WORK TRANSLATIONS**  Labor Contract, Contract Agreement, Bankruptcy Liquidation Case, Hong Kong International Arbitration Center, Shareholders’ Agreement, Mortgage Contract, Email Correspondences and Chat Messages.  **GLOBIBO, SINGAPORE: MANDARIN CUM KOREAN INSTRUCTOR**   * Deliver lessons per syllabus and materials. * Customize course materials and outline per student’s level. * Handle individual and group classes. * Personalize teaching content to meet individual’s learning.     **SAMSUNG CONSTRUCTION & TRADING, SINGAPORE: SHORT-TERM TRANSLATOR IN MANDARIN/KOREAN <-> ENGLISH**   * Translated documents related to various construction projects.     **LEXCODE, SEOUL: FREELANCE TRANSLATOR CUM INTERPRETER**  **IN MANDARIN/KOREAN <-> ENGLISH**   * Freelance translator in literary works, advertisements, brochures, certificates, commercial correspondence, company profiles, and websites. * Interpreter in 1:1 business talks, exhibitions, and trade fairs.     **SABRE-TRUST INTERNATIONAL, SINGAPORE: ASSOCIATE SALES AGENT (CUSTOMER SERVICE REP) IN KOREAN <-> ENGLISH**   * Attended to clients over the phone and in person regarding product orders and cancellations. * Provided timely response to customers' written queries, feedback, and resolved complaints. * Furnished customer with product information (e.g. price and sales quotations, delivery). * Performed quality services and support services to ensure customer satisfaction and return.   **FULL-TIME TEACHING ESL CONVERSATION, OPIc, BUSINESS / SITUATIONAL / TOURISM ENGLISH, SAT, TOEFL AND TOEIC SPEAKING IN KOREA**   * Sungshin Women's University, Seoul: English assistant professor. 1 Mar 2014 ~ 31 Aug 2015 * University of Suwon, Korea: English assistant professor.   1 Mar 2012 ~ 28 Feb 2014   * Jangan University, Korea: English assistant professor.   1 Mar 2007 ∼ 29 Feb 2012   * Keimyung College University, Korea: English visiting professor.   1 Mar 1999 ∼ 28 Feb 2007   * Youngsang Academy, Seoul: English lecturer.   1 Jun 1993 ∼ 28 Feb 1999    **PART-TIME KOREAN TUTOR AT VARIOUS EDUCATIONAL**  **INSTITUTES IN SINGAPORE**   * Radin Mas Community Club (PA Trainer). 6 Oct 2018~8 Dec 2018 * Inlingua School of Languages (Edutrust registered with CPE, Committee for Private Education). 20 Jul 2017 ~ 26 Jan 2018 * Korean Explorer. 5 Dec 2016 ~ 22 Aug 2017 * Rajaratnam School of International Studies (RSIS), Nanyang Technological University (NTU). 9 Nov 2016 ~ 28 Apr 2017 | |
| Academic Education | | | | | |
| Mar 1989~Feb 1993  Mar 1993~Aug 1996  Mar 1997~Feb 1999  Sep 2007  Apr 2014 | **Seoul National University, Korea**  Bachelor of Business Administration  **Seoul National University, Korea**  Master of Education  **Seoul National University, Korea**  Completed doctorate course (ABD) in Linguistics  **University of Cambridge**  Certificate in English Language Teaching to Adults (CELTA)  **University of Cambridge**  Speaking Examiner for BEC Preliminary and Vantage Exams | | | | |