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|   |  Resume  |
| Name | Andrew Yee |
| Nationality | Singaporean |
| ContactEmail | +65-97771143andrew.yee1@yahoo.com |
| Native Language | English, Mandarin Chinese, Korean |
| Working Language Pairs | English, Mandarin, Korean, Cantonese |
|  Professional Services Offered | Interpretation, Translation, Education, Training |
|  Professional Experiences |
| Jan 2017 ~ PresentAug 2016 ~ Oct 2016Mar 2012 ~ Jan 2016May 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 1993Mar 1993~Aug 1996Mar 1997~Feb 1999Sep 2007Apr 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 |