

# David Johnson

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## KEY SKILLS

- English (Native)
- Korean Language (Fluent)
- Computer literate (familiar with Windows operating systems, MS Word and Excel, Adobe Dreamweaver and Photoshop, in both English and Korean languages)
- CAT Tools: SDL TRADOS 2007, SDL TRADOS 2015, Memsource, Translation Workspace

## EMPLOYMENT HISTORY

### 1. **Freelancer**, Seoul, S. Korea

*December 2013 – Present*

- **Main Clients:** Lionbridge, Asian Absolute
- **Translator** – Translation from Korean to English
  - [Media] [Corporate] [Lifestyle] [Hospitality] [Gaming] [Mobile] [Mobile Gaming] [Medical]
- **Proofreader** – Checking accuracy and coherency in translations from Korean to English. For:
  - [Media] [Corporate] [Lifestyle] [Hospitality] [Gaming] [Mobile] [Mobile Gaming] [Medical] [Legal]
- **Event** – English/Korean/Bilingual support for publicly organised events:
  - Sheraton Walker Hill Smirnoff Pool Party (2014, Aug 8<sup>th</sup> and 22<sup>nd</sup>) – Entry desk
  - Elegant Edits 설명회 [Seoul Global Centre] (2014, Aug 29<sup>th</sup>) – Meet&greet, simple interpreting
- **Substitute/Replacement Teacher** – Substitute native English teacher:
  - Pre-school Daycare (어린이집) – Ages 만3 – 5세
  - English Kindergarten (영어유치원) – Ages 만4 – 6세
  - English Academy (영어학원) – Elementary~Middle School Students – Ages 만7 – 15세

### 2. **Miki IELTS (미키 아이엘츠, (주)Commonwealth and Korea)**, Yeoksam-Dong, Gangnam-Gu, Seoul, S. Korea

*April 2013 – November 2013*

- **Liaison Officer** – Contact with overseas agencies and preparing students for study abroad
  - Counselling students regarding study abroad (mainly in the UK)
  - Organising student documents and application forms (including UCAS applications)
  - Contacting educational institutions to form referral contracts
  - Contacting UK educational publishers to form licensing and copyright agreements
- **Examinations Officer** – Preparing and overseeing/invigilating examinations
  - Managing student examination entries
  - Preparing exam timetables
  - Managing the secure handling of exam papers
  - Invigilating exams
  - Delivering completed exam papers to the exam board for marking
  - Delivering exam result certificates to students

3. **IENKI Media (주아이엔키 미디어)**, Digital Media City, Sangam-Dong, Mapo-Gu, Seoul, S. Korea  
*December 2011 – March 2013 – Optional program list available on request*
  - Foreign Channel Coordinator – Contact with overseas clients
    - Exchanging e-mail contact with global clients regarding programming contents and scheduling
    - Managing translators and proof-readers for Korean-English script translations
  - Proofreader & Translator – Proofreading and Translating scripts
    - Proofreading scripts translated Korean-English by freelance translators
    - Translation of program scripts from Korean to English
    - Assisting with English-Korean proofreading (in case of unclear speech or ambiguous meanings)
4. **ICEF (에스유학, ㈜미래클에듀)**, Yeoksam-Dong, Gangnam-Gu, Seoul, S. Korea  
*July 2011 – October 2011*
  - Intern/Assistant – Contact with overseas agencies and preparing students for abroad exchange programs
    - Organising student documents and application forms (including checking I-20/DS2019 entry forms)
    - Contacting agencies based in America by e-mail and phone regarding student applications/homestay arrangements
    - Tracking/making payments (tuition fee/homestay stipend)
    - Student visa interview practice (via phone and in-office)
5. **iSponge ENGLISH (문단열의 아이스펀지)**, Sinsoo-Dong, Mapo-Gu, Seoul, S. Korea  
*May 2010 – July 2011*
  - Kindergarten Teacher – Teaching and caring for Kindergarten Children (ages 4-6)
    - Teaching the full range of the iSponge kindergarten syllabus (all subjects in English)
    - Using my initiative to create fun and interesting lesson plans to help young learners
    - Overseeing meal/playtimes
    - Assisting with events (i.e. Sports days, performances, etc.)
  - Native English Teacher – Teaching Elementary Children (ages 7-12)
    - Teaching students of various levels using the materials provided
    - Checking student books and regularly assessing their speaking ability
    - Setting and checking assessment tests
6. **HERALD SCHOOL (헤럴드 어학원)**, Paho-Dong, Daegu, South Korea  
*Dec 2008 – Nov 2009*
  - Native English-speaking Teacher – Teaching Elementary and Middle-school level Children (ages 7-16)
    - Teaching students of various levels using the materials provided
    - Checking student books and regularly assessing their speaking ability
    - Creating class teaching material and assessment tests for use at the academy
7. **KOREAN CULTURAL CENTRE UK (주영한국문화원)**, Charing Cross, London  
*Apr 2008 – July 2008*
  - Administrator – Team member helping ensure smooth and effective running of the centre  
 NB. The Korean Cultural Centre is part of the Embassy of the Republic of Korea
    - General Administration
    - Translation
    - Letter-Writing
8. **AVALON SCHOOL OF ENGLISH**, Leicester Square, London  
*Sept 2007 – March 2008*
  - Korean Marketing Manager [Sept 07~Mar 08] – Liaising with 'study-abroad' agencies, and dealing with administrative issues
    - Dealing with agents via e-mail and telephone, communicating in both English and Korean – First point of contact for all Korean agencies
    - Researching new agents/marketing strategies, meeting and explaining about the school, marketing, and commission system
    - Processing new enrolments, amending details and dealing with cancellations, acceptance letters, invoices, etc.
    - Handling payments from agents, dealing with bank-transfer, cash and card payments, calculating commission due and updating school records on SRS (Student Record System), Excel and Word
    - Coordinating efforts with receptionists, other marketing staff and other departments to help ensure the smooth running of the school and enrolment process
    - Assisting receptionists as informal interpreter for Korean students with weak English skills, and answering students' e-mail/telephone queries about the school
    - Translating school literature into Korean / proof-reading pre-translated literature
    - Unlocking the school doors in the morning

- Korean-speaking Receptionist [*Jan~Mar 08*] – Evening receptionist
  - First point of contact for all Korean students
  - Answering queries from potential and current students of all nationalities; advising about the school and teaching system – both customer-facing and by telephone
  - Receiving and processing payments (cash, card, cheque) and writing receipts
  - Using the Student Record System to enrol and place students in classes / changing classes/class times for students
  - Locking reception/the school and setting the alarm at closing time

## PREVIOUS EMPLOYMENT

### *2002 – 2004*

- Call centre assistant at Barclays Bank PLC Clarendon Road branch in Watford  
*(2003-2004)*
- Sales assistant and cashier at Superdrug Stores PLC, Watford High Street  
*(2002-2004)*
- Silver Service waiter at Bushey Met. Police Club, Bushey  
*(2002-2003)*

## EDUCATION&QUALIFICATIONS

- SOAS, University of London: BA Korean (Hon)  
*2004 – 2008*
- Watford Boys Grammar School, Watford: A-levels (Biology, Psychology & Maths), AS French, 9 GCSEs (grade A\*-C)  
*1996 – 2003*

## FURTHER ACTIVITY/OTHER INFORMATION

1. Exchange year: Language study at Korea University [고려대학교], Seoul  
*August 2005 - June 2006*
  - Korea University language classes:
    - Korean Conversation, Reading and Composition (completed Advanced 1 level)
  - Other Activities
    - Proof-reading friends' English-language essays
    - Language exchange to help improve my Korean, and friends' English
2. Korean language (to advanced level)
  - Korean history
  - Korean reading of Chinese characters (approx. 300 characters learned)
  - Korean-English-Korean Translation
  - Early 20th century Korean Literature
  - History and Structure of the Korean Language
3. Tutoring Experience in UK
  - Personal tutor for a 13-year-old Korean student (holiday tutor, Christmas 2007)
  - Beginner's Korean tutor/cultural advisor for a member of the Cirque du Soleil Circus staff (autumn 2008)
4. Self-study
  - Using online resources to research verb-tenses and other English grammatical structures to further my own knowledge
  - Using various resources to further my knowledge and understanding of Korean grammar and vocabulary
5. Volunteer translation&technical:
  - A. Daegu Pockets Magazine ([www.daegupockets.com](http://www.daegupockets.com)) Ongoing Freelance
    - i. English-Korean: Xin Chao Redux (Sept 2009 Edition)
  - B. Extrans Technologies, Inc. (엑스트랜스) ([www.extrans.co.kr](http://www.extrans.co.kr)) Volunteer
    - i. Web design, XML sourcing, translation

## PERSONAL

- South Korea Visa: F-5 Permanent Residence
- Nationality: British Citizen

## INTERESTS

Computer Games, Reading (Comedy/Sci-fi/Thriller/etc), TV/Movies (Comedy/Action/Sci-Fi/Fantasy/Crime/etc)