

KIMBERLY HOLOWAY

Magnolia, Delaware, USA

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Employment

Apr 2011 – Jun 2016

Defense Logistics Agency - Energy, Korea

Proofreading

- Policies and regulations in Korean and/or English

Translating

- Policies and regulations from Korean to English, vice versa
- Formal official letters Korean – English
- Service contracts

Interpreting

- Official meetings for government officials on environmental protection issues
- Formal service contract meetings for fuel energy support

Instructing

- New network based software (SAP) for US government financial system to Korean government employees

Dec 2009 – Apr 2011

Force Support Marketing, Korea

Proofreading

- Monthly magazines from English to Korean

Feb 2005 – May 2007

Marine Corps Community Service, Japan

Translating / Interpreting

- Acquisition contracts for services in Korea for US Marine Corps Services

Jul 2004 – Jul 2007

Bright Star English Institute, Japan

Instructor – English and Korean

- Local Japanese students and adults

May 2000 – Jul 2004

Information Tickets & Tour, Korea

Translating / Interpreting

- Tour guide service to various attractions in Korea for visiting foreigners

Other Skills

- Computer literate: solid knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Internet research
- Experienced in Adobe programs: Photoshop, Illustrator, Acrobat
- Fluent in English and Korean
- Extensive customer service experience and strong interpersonal skills