
JEE IHIN LEE

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FREELANCE TRANSLATOR

Objective

To expand as a freelancer translator/interpreter, utilizing my experience in english to korean and korean to english translation and interpretation, as well as understanding and appreciation of Korean and American culture and language.

Work experience

Nov 2015 - Present

Freelance translator

Credential Localization Services

- Completed korean to english, english to korean translation, localization, and transliteration projects, in medical, legal, business, technical, IT, entertainment, and marketing fields, with monthly word count of up to 100,000 words
- Most prominent domestic and international clients include: Amazon, Deloitte, Samsung SDS, Ray Ban, Oakley, Leica, and the Korean National Police Agency

Sep 2012 - Jun 2015

Translator

Republic of Korea Navy

- Served as a personal translator to Vice Admiral Thomas, Commander, U.S. 7th Fleet, during ROK-US combined exercises.
- Translated flag and action level official functions such as receptions and ship visits.
- Translated flag and action level conferences, briefs, and office calls.
- Translated flag and action level official correspondence.
- Coordinated combined exercise, training, and theater security cooperation events.
- Participated in combined exercise and training events as a translator/liaison officer.
- Served as a translator/liaison officer in crisis action watch floors and real world operations(e.g. ROK-US combined rescue operation after the sinking of Korean ferry Sewol in April 2014)
- Translated US Navy publications and doctrine.
- Maintained and translated highly classified military documents, including but not limited to, wartime Operational Plans and Memorandums of Understanding
- Translated unclassified documents, including but not limited to, research papers, equipment manuals & specifications and brochures.

Nov 2010 - Aug 2011

Intern

Compassion & Choices WA

- Administrative work, including data entry, answering phones, mailing, etc
- Answered questions on core issues and relevant legal matters
- Processed donations
- Maintained official webpage, using Adobe Fireworks and Adobe Dreamweaver
- Drafted and sent out newsletters using Microsoft Outlook
- Drafted and editing messages, including letters to local politicians and official press releases
- Liaised with media outlets
- Networked with other non-profits and donors using social media such as Facebook

Education

Aug 2006 - Jun 2010

Bachelor of Arts

University of Washington

- Study interests include: international affairs, urban politics, political advocacy, bureaucracy & public organizations
- Dean's list, Winter 2008

Summary

- Ability to create time-sensitive products within designated time-frame and maintain high quality standards and maximum productivity
- Communication experience: In high-stress, high-stakes situations, regarding sensitive, often classified materials, and with high-level decision-makers and stakeholders
- Substantial linguistic experience and skill: 9 years as a foreign student in the U.S., 3 years as a Naval interpretation officer, and almost 3 years as a freelance translator