

# MINNIE LEE

MINNIELEE0301@GMAIL.COM

---

## PROFILE

---

- 12+ years of experience as Korean to English translator
- Fields of Expertise: Game localization, technical/IT, life sciences, legal
- CAT Tools: Trados 2009, 2011, 2015, MemoQ, Dejavu, Memsource, Translation Workspace, Wordfast
- Subtitling Tool: Aegisub (proactively willing to learn other tools)
- Outstanding command of Microsoft Office (*Word, Excel, Powerpoint*) and Adobe products (*Acrobat, Photoshop, Illustrator, Dreamweaver*)

---

## EDUCATION

---

University of California, San Diego (UCSD)

2005 - 2008

B.A. Human Development

---

## TRANSLATION WORK EXPERIENCE

---

- ***Freelance Translator***

Sep 2012 – Present

- **Position:** Korean to English Translator
- **Duties:** Translate documents in a wide range of fields including legal contracts, medical, marketing, financial materials, academic papers, patents, etc. for various clients over the years. Edit and proofread translations from other linguists to ensure accuracy and quality before delivery to the client.

- ***Bridgeway Translations***

Jan 2013 – Dec 2016

- **Position:** Localization Manager
- **Duties:** Localized mobile games from Korean to English. Managed projects from English to 15 different languages. Led a team of translators for quality assurance before delivery to clients. Reviewed and proofread translations, managing time for tight deadlines. Contacted and developed relationships with vendors and clients for projects. Managed a database of translators, allocated projects, and made sure jobs were delivered back in time.

- ***Olive and Gray***

Oct 2012 – Oct 2014

- **Position:** Korean to English Translator and Subtitler
- **Duties:** Translated Korean dramas. Input and accurately timed English subtitles into video using Aegisub.

-- References available upon request. --