

# Victoria Choi

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<b>Personal Summary</b>	A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.
<b>Skills</b>	Trados SDL Tool
<b>Key Skills And Competencies</b>	<ul style="list-style-type: none"><li>- Able to fluently speak English and Korean. Excellent communication and social skills.</li><li>- Able to work to tight deadlines.</li><li>- Especially in Cosmetics Industry</li><li>- Highly skilled in Word, Excel and Microsoft Outlook. Willing to travel and able to work under pressure.</li><li>- Able to prioritise work</li></ul>
<b>Work Experience</b>	<p>Korea Ocean Research &amp; Development Institute -Translating International Treaties and Papers (2015~2016)</p> <p><a href="http://www.Verbalizeit.com">www.Verbalizeit.com</a> -vedio translation ( Interview with Korean Golfer Mr. Choi Kyung Joo) , 2017 (Korean to English) -telephone conversation with Korean Ministry of the Interior and Safety, 2017 (Korean to English)</p> <p>Duties:</p>

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters from a foreign language to English & vice versa.
- Reviewing and proofreading mother-tongue text.
- Revising more junior translators' translations.
- Conducting face-to-face interpreting.
- Telephone interpreting.
- Working as a translator for Law firms, charities and local councils.
- Supporting the translation team with other projects when necessary.
- Excellent English speaking and writing skills.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.

<b>Qualification</b>	TOEIC 930, OPIC IH Level
<b>References</b>	Available on request
<b>Education</b>	Majored in Law, at Ewha Womans University