

HYELIN KIM

dr.leenakim@gmail.com | H: 821094792149 | Kakao talk: nourth09 Skype: leena2149 Address: Gyu House 501ho, Garakdong 135-23, Songpagu, Seoul 05826

PROFESSIONAL SUMMARY

- English - Korean translator, Korean native speaker
- Work experience with multinational clients
- Strong knowledge in International Relations, East Asian Studies, and Tourism
- Proz.com profile : <http://www.proz.com/profile/2457307> (full member)

SKILLS

Adobe Acrobat, Adobe Photoshop, Google Translator Toolkit, Indesign, memoQ, MemSource Cloud, Microsoft Excel, Microsoft Office Pro, Microsoft Word, Powerpoint, SDL Trados, SDLX, Wordfast, certified as a Microsoft Office Specialist	Korean Native Speaker English Advanced User IELTS 7.0 Toeic Test 920
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WORK HISTORY

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| Nov. 2017 - Current
English - Korean Translator
Malaysian translation agency - Kuala Lumpur | English-to-Korean translation:
Religious documents, Promotional documents, brochures |
| Jan 2017 - Dec. 2017
Korean language Teacher
NIIED, Korean Ministry of Education - Putrajaya, Malaysia | SEKOLAH SULTAN ALAM SHAH Secondary School <ul style="list-style-type: none">• Taught Korean language to Malaysian secondary students• Korean culture class - Korean Traditional culture, K-pop• proofread translated materials |
| Jun 2014 - Jun 2014
English - Korean Interpreter
Idea Design Company - Teheran, Iran | <ul style="list-style-type: none">• Interpreted business meetings, English into Korean and vice versa• General tourism• Business meetings |
| Dec. 2013 - Feb 2014
English - Korean Translator
Tesco headquarter - London, United Kingdom | <ul style="list-style-type: none">• Translated customer reports in Korean into English and vice versa• Transcribed customer interviews• Proofread customer interviews and reports |
| Nov. 2009 - Dec. 2009
Intern | Worked in the international sales department of a company specializing in adult toys |

MS Harmony - Seoul, Korea

- Translated documents from English to Korean
- Interpreted business calls
- Intern in visa-issuance section

Jul 2006 - Aug. 2006

ASSISTANT OF SECRETARY

Korean Embassy - New Delhi, India

TRAVEL EXPERIENCE

UK: London, Colchester Essex, Bangor Wales, Brighton; **Canada:** Vancouver;

USA: Los Angeles; **Malaysia:** Saipan, Kuala Lumpur, Putrajaya, Langkawi; **Thailand:** Bangkok, Pataya, Koh Chang; **Philippines:** Manila, Baquio, Sagada, Puerto Gallera; **Australia:** Sydney, Brisbane, Noosa, Sunshine Coast; **Japan:** Tokyo, Fukuoka, Nagasaki, Osaka, Kyoto; **China:** Shanghai, Suzou, Hangzou;

North Korea: Keumgang Mountain;

Spain: Barcelona, Murcia, Alicate, Gran Canari, Tenerife, Las Palma, Lazarote;

France: Paris, Strasburg, Nice, Cannes;

Germany: Berlin, Cologne, Hamburg, Munich;

Netherlands: Amsterdam;

Italy: Rome, Florence, Pisa;

Denmark: Copenhagen

REFERENCE

National Institute for International Education
Jeongjailro 191, Bundangu, Seongnamsi, Gyengido, Korea
822-3668-1300 (Korean only)

MS Harmony
Sogonro 6gil 35, Jungu, Seoul, Korea
+82 1661-7725
Bururu.com
mall@msharmony.co.kr (Korean only)

Korean Embassy in New Delhi
9 Chandragupta Marg, Chanakyapuri Extension, New Delhi - 110021 India
(+91-11) 4200-7000

EDUCATION

2014
Postgraduate diploma in international relations

Brunel University | London, England

2012

Pre-master Program

University of Essex | Essex, England

2009

Bachelor's degree in Indan studies / BRICS economics

Hankuk University of Foreign Sutdies | Yongin, Korea