

INTERPRETER/ TRANSLATOR –ENGLISH<>KOREAN

PROFESSIONAL PROFILE

- OCCI Accredited Community Interpreter/APLI member
- Bioethics Seminar in UHN
- Certificate in Translator Training
- Certificate in Community Interpreter Language and Interpreting Skills Assessment Tool (CILISAT) Language Proficiency Test: English<>Korean
- Certificate in Advanced Medical Interpreting Terminology Training
- Certificate in Interpreting for LGBTQIA* Newcomers
- Certificate in Language Interpreter Training
- Outstanding Computer Skills: proficient in CAT tools and MS Office Suite- MS Word, Excel, Outlook and PowerPoint
- Excellent written and oral communication skills in English and Korean with active listening skills
- Proven record of relationship building skills with colleagues and clients with strong interpersonal skills
- Responsible and highly organized, resourceful and able to work independently in timely manner in a fast pace environment
- Flexibility regarding scheduling and capability to respond promptly to urgent requests

RELEVANT WORK EXPERIENCE AND SKILLS

Interpreter/ Translator

- Interpret messages between all parties accurately and convey context of the original message, maintaining strict code of confidentiality and impartiality
- Interpret medical, legal, insurance, government, social works and community related cases in consecutive/whisper simultaneous with strong ethical manners
- Interpret communication with CRA/WSIB and Translating CRA/WSIB/Government letters & all the tax related documents for clients
- Translate Legal related documents such as Birth certificate, Family relationship certificate, Family court records, Power of Attorney Personal Care reports from Korean to English
- Translate articles, Election campaign from English to Korean
- Translate confidential documents in the public domain
- Consulted Customers/Agencies from multicultural communities about Advertisement, schedule and cost
- Ability to work in a highly regulated environment, with strict processes and procedures

Accounting Clerk

- Full cycle bookkeeping including preparation of HST return & remittance
- Payroll calculation, Payroll remittance, T4, T5018, EHT, WSIB
- T1 (Personal income tax return)
- Interpretation between CRA, WSIB and government sectors and clients
- Translation of Legal and Tax related documents

WORK HISTORY

Interpreter –English/ Korean	2018- Present
RivInt Interpretation and Translations Services, Toronto, ON MV Trans Services Inc., Toronto, ON Exacta Interpreting, Toronto, ON Most Valuable Asset Interpreting services, Toronto, ON Centre for Education and Training, Toronto, ON 911 Interpreters, Toronto, ON MCIS Language Solutions, Toronto, ON	
Translator – English/Korean	2018- Present
Day Translation Inc., New York, NY, USA	
Accounting Clerk	2014 – 2017
Kevin K.H. Kim CA, CPA office, Toronto, ON	
Accounting Clerk	2013 – 2014
Sang Hunk Yoon CGA, CPA office, Toronto, ON	
Accounting Executive	2012 – 2013
Canadian Korean Times Weekly/Korea Daily Toronto, Toronto, ON	
Assistant Manager in Export Sales Division	1999 - 2003
Young One International Trading Company, Korea	

EDUCATION AND CERTIFICATES

Certificate in Translator Training , MCIS, Toronto	2018
Certificate in Language Interpreter Training , Humber College, Toronto	2018
Certificate in CILISAT Language Proficiency Test	2018
Certificate in Advanced Medical Interpreting Terminology Training , MCIS, Toronto	2018
Certificate in Interpreting for LGBTQIA* Newcomers , MCIS, Toronto	2018
Certificate in Language Interpreter Training , MCIS, Toronto	2018
Certificate in QuickBooks, Seneca College, Toronto	2013
Certificate with Honor in Early Childhood Assistant, George Brown College, Toronto	2007
Bachelor Degree in Human Life Science, Sung Kyun Kwan University, South Korea	1999