

SUGYEONG LEE (NATIVE KOREAN)

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SUBJECT AREA

Business/commerce
Finance (general)
Tourism & travel (hospitality,
leisure sports, theme parks)

Cosmetics, beauty
Technical (manuals & documents)
Toy

SUMMARY OF QUALIFICATIONS

I have experience as a CFO (Chief Financial Officer), KOTRA (Korea Trade-Investment Promotion Agency) interpreter, a certified social worker and a salesperson at a cosmetics counter in addition to studies in psychological counseling in a postgraduate diploma course. Moreover, I have traveled to 20 countries and have more than six years' scuba-diving experience as a PADI advanced open-water diver.

SKILLS

- Business processes
- Knowledge of industrial automation, financial accounting
- Knowledge of skincare and makeup products, tools, devices, etc.

- SDL Trados 2019 Freelance, SDL Multiterm 2019, Wordfast, MemoQ, Memsource, Google Translator Toolkit, Smartling, Windows 10, Adobe Acrobat, MS Office 365 (Excel, PowerPoint, Word)

PROFESSIONAL EXPERIENCE

ENGLISH TO KOREAN

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|-------------------|---------|--|
| Business/Commerce | 2019/09 | JPMorgan Chase & Co., Ken Fisher |
| | 2019/07 | Eastman |
| | 2019/06 | Hankhan construction Pvt. Ltd., Ken Fisher |
| | 2019/05 | Ken Fisher |
| | 2019/04 | Ken Fisher, Instagram |

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| | 2019/03 | Ken Fisher |
| | 2019/02 | Ken Fisher, Northrop Grumman Sperry Marine |
| | 2019/01 | CBRE Group, Ken Fisher, PVH, The company.com, Zimmer Biomet |
| | 2018/12 | EFI (Electronics for Imaging), Milestone Systems |
| | 2018/11 | InnovMetric Software Inc. |
| Finance (general) | 2019/08 | Citigroup |
| | 2019/07 | 4Life Research, Citigroup, Pfizer, Zimmer Biomet |
| | 2019/04 | Dow Chemical Company, Hasbro, PNC Financial Services |
| Technical (manuals & documents) | 2019/09 | Chemours Company, Dahua Technology, Dow Chemical Company, McHale, SAS |
| | 2019/08 | Celgene, Johnson & Johnson, McHale, Sphera Solutions |
| | 2019/07 | McHale, Raytheon Company |
| | 2019/06 | Hikvision |
| | 2019/04 | Eastman, Hikvision, Vorwerk |
| | 2019/03 | Hikvision |
| | 2019/02 | Ebinger |
| | 2019/01 | E2S |
| Legal | 2019/09 | Personal certificates, Raytheon Company |
| | 2019/08 | Personal certificates |
| | 2019/02 | TomTom Global Content B.V. |
| | 2018/11 | Hanjin Shipping Co., Ltd., personal postal service notice |
| | 2018/10 | Celltrion Pharm, Servier |
| KOREAN TO ENGLISH | | |
| Legal | 2019/08 | Personal certificates |
| | 2019/03 | Hyundai Wia Corporation |

WORK HISTORY

- 05/2016 - 09/2018 **Chief financial officer**
Winajes Constructions India Pvt. Ltd.
- Translated documents such as government notifications, rental agreements, land agreements, contracts and audit reports from English to Korean;
 - Oversaw all financial operations company-wide, including budgets, payroll and accounts payable/receivable;
 - Worked with auditors to prepare accounts and documentation;
 - Conducted detailed analyses of company financial information and supervised the preparation of related reports;
 - Reviewed collection reports determining the status of collections and outstanding balances;
 - Assisted management with the finalization of annual expense plans.
- 08/2012 - 02/2016 **Deputy representative of an India overseas corporation**
Sunil Leak & Flow Co., Ltd.
- Translated documents such as government notifications, rent agreements, contracts, confidentiality contracts, audit reports from English to Korean;
 - Translated product and machinery manuals, home pages and catalogs from Korean to English;
 - Prepared company profiles and presented in English;
 - Interpreted between engineers and clients for technical support;
 - Attended exhibitions and demonstrated products and automotive systems (Korea, India, Malaysia, Thailand and Vietnam);
 - Delivered customized, effective solutions that met the clients' demands, including leak-testing systems, assembly lines, etc.;
 - Oversaw all departments, including Production and Finance to set project timelines and keep teams on task for completion of schedule milestones;
 - Negotiated and finalized contracts with new and existing clients;
 - Managed annual internal and external audits;
 - Worked to develop the network by identifying and pursuing new leads, attending industry events and building rapport with clients.
- 05/2008 - 03/2010 **Interpreter**
KOTRA (Korea Trade-Investment Promotion Agency)
- Interpreted demonstrations of products, machinery and technical knowledge from Korean to English and vice versa at industrial exhibitions, trade expos, etc.;
 - Interpreted business meetings from Korean to English and vice versa;
 - Documented interpretation sessions for future reference.
- 03/2006 - 02/2007 **Social worker**
Ulsan Hwajeong Community Welfare Center

- Gathered and analyzed cultural, educational, social and demographic data regarding the community to guide local program development;
- Maintained the organization's social media accounts and websites while regularly adding new, exciting content;
- Trained specialized volunteers as part of a service plan for seniors with severe behavioral and emotional needs;
- Identified individual and business-based providers of support as donors and vendors;
- Created strategic fundraising ties with the local community, NGOs, etc.;
- Handled all aspects of planning for curricular and educational/cultural program activities for children, multicultural families and North Korean defectors.

04/2005 - 07/2005 **Salesperson at cosmetics counter**
Amorepacific Corporation

- Understood the various products' characteristics, differences of so as to help customers choose appropriately on the basis of their needs;
- Contacted members to promote complimentary beauty services;
- Checked all delivered products and stocks and organized storage;
- Displayed products by type and application.

CERTIFICATIONS

2013.03 PADI Advanced Open Water Diver

2005.12 Computer Specialist in Spreadsheet & Database Level 2

2005.03 Social Welfare Certificate

HOBBIES

Assembling Lego blocks, plastic models, metal puzzles

Scuba diving (7 years)

Travel: Visited China, Czech Republic, France, Germany, India, Japan, Laos, Malaysia, Maldives, Nepal, Netherlands, Portugal, Singapore, Spain, Sri Lanka, Thailand, Turkey, United Arab Emirates, United Kingdom, Vietnam

EDUCATION

2010 **Postgraduate diploma: Psychological counseling**
Fergusson College - India

2005 **BA degree: Chinese literature**
Dongguk University - Korea

- Double major in Chinese literature and social welfare

REFERENCES

- Ms. Anita Xiong, Resource Team Leader
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