

# I'm JongHwa Moon

English to Korean translator

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## SUMMARY OF QUALIFICATIONS

A professional linguist with more than two years of experience as a translator of English to Korean

## LANGUAGE PAIRS AND RATES (NATIVE KOREAN)

Translation	\$0.05 p/s.w source word
Proofreading	\$0.02 p/s.w or \$25 p/h
MTPE	\$0.017 p/s.w

Language pair	<b>English to Korean</b>
Daily capacity	3000w for translation
	10000w for proofreading

## CAT TOOLS USE AND COMPUTER SKILLS

### CAT tools

Own license	SDL Trados 2021, SDL Multiterm 2021, MemoQ 9.8
Experienced	LinQuake, MarsCat, MateCat, Wordbee, XTM, Memsource including above.

### Computer skills

Window 10 + MS office 365



## SPECIALIZING IN

Business & Marketing	Advertisement, Catalog, Product package, Shopping mall website, Smartphone application, Social media advertisement, Presentation material, Product details page, Medical equipment manual, Customer satisfaction survey, Employee e-learning curriculum, etc.
General documents	Correspondence, Press release, Advertisement, Catalog, Manual, Report, Marriage certificate, Emergency response instructions, etc.

## PROFESSIONAL EXPERIENCE

### Education:

#### Project participated in:

1. Enterprise Agreement training session educational material for sellers in 05.2022
2. International student report card in 03.2022
3. Company's 3-month term online tutorial for new employees in 03.2022
4. Student's progress report card in 03.2022
5. School attendance warning letter in 03.2022
6. Individualized Educational Program, **IEP Student observation report in 02.2022**
7. Preschool qualification guide in 02.2022
8. Work permit purpose employee's online learning course in 09.2021
9. Other; various kinds of information letters for parents.

### Survey:

#### Project participated in:

1. No cost grocery program survey to improve D\*\*\*\*\* food rescue in 04.2022
2. Male's shaving & grooming survey in 04.2022
3. Corporation management internal survey in 03.2022
4. Poll & word cloud question for patients and caregivers
5. Nuclear effect survey in 03.2022
6. Learn from the mistakes survey for pre-business owners in 03.2022
7. Feedback online survey for particular products of the electronic designing tool in 03.2022
8. School climate survey in 10.2021
9. W\*\*(non-profit education program) customization for Korea- customer review in 10.2021

### Others(Manuals/Flyers/Letters/etc):

#### Project participated in:

1. Operation & Maintenance Manual for rope and rope connections in 05.2022
2. P\*\*\*\*\* website & mobile UI translation & checking in 03.2022
3. Tobacco company's letter about global supply crisis solution in 03.2022

4. Game promotion & product's price policy change letter in 03.2022
5. Interview of Japanese fashion brand founder's collaboration in 03.2022
6. Pressure cooker user manual in 02.2022
7. Food recipe in 02.2022
8. Asset management CEO's letter for clients in 02.2022
9. Contact information guide in 02.2022
10. Cosmetic sales promotion in 01.2022
11. Informational letter from COC(Continuity of Care) in 01.2022
12. Electric oven user manual in 01.2022
13. Germany cultural & historical spots tour guide info in 01.2022

### MTPE:

Participated in the video clip subtitle MTPE project on TikTok and worked as a reviewer from 06.2021 to 07.2021.

### Evaluation:

Participated in AI\_Platform\_Evaluation project twice in 11.2021 and 02.2022 total volume of 99,679. Check the similarity between two sentences and score it accordingly.

## CERTIFICATIONS AND EDUCATIONS

- ✓ 1000 Missionary Movement 49<sup>th</sup> batch
- ✓ Korea Polytechnic Institute Dep. of industrial facilities
- ✓ SDL Trados getting started
- ✓ Proz Certified Pro Network



## WHAT MY CLIENTS SAY ABOUT ME



I had the pleasure to work with Jong Hwa. He worked on the project of my company - Waw Asia as a recorder. As a freelancer, Jong Hwa was extremely productive, reliable, and helpful. He always delivered his work within the deadline, which helped prevent our project from being delayed. He has a good manner, and we appreciate his urge to learn about the project and the company to do his job better. Not only did he finish his job well, but he was also willing to help find more recorders for the company when we needed them. He was a real asset to our team, and I would love to have a chance to work with him again in the future.



STRØMMEN

Very responsive to emails and works quickly. Looking forward to the next project.



" Excellent work. Great quality and fast response!"



"He is very professional and responsive. Kudos!"