

Myoung-Hae(Dawn) Shim Baugh
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OBJECTIVE

To secure a position of English-to-Korean translator that fits my skills with a team that contributes to the organization's success and benefits the community.

PROFESSIONAL SKILLS

- * Acquired Certificate of Korean/English Medical Interpreter/Translator
- * Korean Natively Spoken / English Fluently Spoken
- * Excellent Interpersonal Skills
- * Solid, Courteous & Professional Communication Skills
- * Advanced Computer Skills(Word, Excel, Highly Skilled using Internet)
- * Ability to Interact Effectively with Persons of Diverse Social, Cultural and Ethnic Backgrounds

WORK EXPERIENCES

KOREAN-ENGLISH INTERPRETER

LanguageLine Solutions

04/2018 to 07/2018

- * Interpreting between a wide range of people with diverse voices, accents, speaking tempos and personalities.
- * Rendering with clear and accurate interpretation of verbal communication with no addition and omission
- * Attentive listening, outstanding retention and note-taking skills
- * Proficient understanding of cultural sensitivity, and ability to collaborate with people from diverse cultural backgrounds.

BLOGGER for Learning English Vocabulary

Steemit.com

11/2017 to 03/2018

- * Writes on English vocabulary based on Etymology
- * Keeps friendly communications with blog subscribers
- * Provides advanced/intense level of English vocabulary

KOREAN LANGUAGE TUTOR

Duluth, GA

07/2016 to 03/2018

- * Teaches Korean Language to English Speakers
- * Teaches Korean vocabulary based on Etymology
- * Customize teaching materials based on individual's levels

ATLANTA RADIO KOREA K-POP DJ

Atlant Radio Korea Station, Duluth, GA

01/2017 to 04/2017

- * Writes contents of 1 hour show
- * Radio Show Host

RECEPTIONIST

JJW Chiropractics, Duluth, GA

07/2014 to 02/2016

- * Ability to serving patients based on professionalism and Deep understanding to patients' needs
- * Ability to Exceptional Customer Service
- * Positive and Initiative attitude
- * Ability to handle difficult clients tactfully
- * Ability to work effectively with team members to achieve team's goal

VOLUNTEER AND CAREGIVER FOR CHILDREN

Harmony Elementary School, Buford, GA

10/2005 to 06/2014

- * Volunteered in children's classrooms(reading, crafting & assisting teachers)
- * Kids-friendly attitude and Deep understanding to minors' needs
- * Positive thinking and demeanor

OPERATION MANAGER

Glotrans International Inc., Miami, FL

08/2004 to 08/2005

- * Knowledge of the import / export procedures, forms and documentation
- * Scheduling and routing of daily deliveries by air
- * Ability to negotiate
- * Used computer software such as Word, Excel, E-mail and the internet

- * Maintained contact with shippers and consignees for high standard of customer service

REAL ESTATE AGENT / LOAN PROCESSOR(residential property)
Prudential California Realty / US Bank, San Diego, CA 06/2002 to 03/2004

- * Passed State of California Real Estate Exam and Obtained License (Expired currently)
- * Created advertising flyers
- * Maintained records of customers to keep contact with
- * Extensive use of clerical and filing skills
- * Extensive paperwork including legal documents such as contracts, title report, credit report

ENGLISH TEACHER
Eton English School, Ilsan, South Korea 09/2000 to 02/2001

- * Instructed class of approximately 30 children in English
- * Prepared yearly English speech contest
- * Prepared appropriate materials for each child's skill level

EDUCATION & CERTIFICATION

- * University of Georgia, Georgia Center for Continuing Education
Certificate of Korean/English Medical Interpreter/Translator
- * Sook-Myoung Women's University, Seoul, South Korea
Bachelor's Degree in English Language & Literature / Minored in Politics