

# Seunghyeon Yoon

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## **SUMMARY OF QUALIFICATIONS**

An English-to-Korean (native) translator with three years' experience

### **Specializing in**

Engineering/technology	Mechanical equipment, manufacturing, data science, etc.
IT	Hardware or software catalogs/user guide, software localization, etc.
Marketing	Website/mobile app localization, catalogs, etc.
General	Press releases, terms and conditions, etc.

### **Computer skills**

Windows 11 Pro, Microsoft 365 (Word, PowerPoint, Excel)

### **CAT tools**

Trados, MemoQ, XTM, Smartling

### **Language pair and rates**

English to Korean	Translation	\$0.04 per source word
	Hourly rate	\$20
	Daily Capacity	4,000 words

## **PROFESSIONAL EXPERIENCE**

### **2021–2024 English-to-Korean translation**

Engineering/technology	<ul style="list-style-type: none"><li>• Training materials of machine tools</li><li>• Documentation of 3D bioprinting techniques</li><li>• A data acquisition and analysis software</li><li>• User guides of medical electronic devices</li><li>• User guides of a tire building machine</li><li>• User guides of laboratory equipment</li><li>• User guides of fitness equipment</li></ul>
IT	<ul style="list-style-type: none"><li>• Web pages of a project management software company</li><li>• Videos of a cloud computing company</li><li>• Documentation of an accredited certification body</li><li>• A software of an intelligent information management platform</li><li>• Documentation of a financial analysis software</li><li>• Documentation of an AI cloud platform</li><li>• Web pages of a web infrastructure and website security company</li><li>• A 3D modeling software</li><li>• A training machine software</li><li>• A software to verify document ID and facial biometrics</li><li>• Web pages of a cryptocurrency trading platform</li></ul>
Marketing	<ul style="list-style-type: none"><li>• An e-commerce website</li></ul>
General	<ul style="list-style-type: none"><li>• Videos of a housing finance agency</li><li>• Government notices on a housing assistance program</li></ul>

### **2021–2024 English-to-Korean proofreading**

Engineering/technology	<ul style="list-style-type: none"><li>• User guides of medical electronic devices</li><li>• User guides of a tire building machine</li><li>• User guides of car seats and baby carriers</li><li>• An automotive manufacturer website</li><li>• An audio company website</li></ul>
IT	<ul style="list-style-type: none"><li>• Videos of a cybersecurity company</li><li>• A cybersecurity software company website</li></ul>

**Additional experience**

Gwangju Metropolitan City Hall (local government center)	January 2020 - January 2021 Civil servant Helped citizens in response to the COVID-19 epidemic
Gwangju Metropolitan City General Construction Headquarters (branch of local government)	January 2019 - January 2020 Civil engineer Reviewed construction statements in regard to public infrastructure
Gwangju Metropolitan City Metro Construction Headquarters (branch of local government)	March 2018 - January 2019 Civil engineer Reviewed the benefits and costs of expanding the metro-rail network
Juwol-2-dong Community Service Center (branch of local government)	March 2017 - March 2018 Civil servant Provided services for the public, including birth registration
Song-am-dong Community Service Center (branch of local government)	November 2016 - March 2017 Internship Organized community events
Ministop (convenience store)	June 2012 - June 2013 Worked as a sales clerk Promoted new products and collected sales data

**CERTIFICATIONS**

Engineer, General Machinery (Human Resources Development Service of Korea)

**EDUCATION**

Bachelor's degree in mechanical engineering, Chonnam National University, South Korea (2016)