

# Yoon Kyung (Katie) Joo, Translator

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## PROFILE

Professional freelance translator with 3 years of experience in translating a variety of document, films, games, and academic abstracts

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## LANGUAGES

Korean	Native speaker	IETLS	C1
English	Highly proficient	TOEFL	C1

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## FREELANCE WORK HISTORY

Oct 2020 — Current

### Lobster Ink\_ Catapult project

- Translated scripts within training and onboarding videos for associates at a global hotel chain
- Total word count is approximately 30,000 words

Aug 2020 — Nov 2020

### Flitto\_Corpus Project\_post editing

- Post-editing pre-translated phrases from Korean news
- The weekly minimum workload is approximately 7200 words
- All works are closely checked by the company for a minimum 90% accuracy

Jul 2020 — Aug 2020

### Flitto\_Corpus Project

- Translated everyday-related phrases for Flitto's Corpus Project.
- The project will last about 1 month
- MTPE project

Jan 2020 — Apr 2020

### Transcription\_Green Crescent

- Worked with a US company called Green Crescent
- Transcribed Korean TV shows

Jun 2019 — Dec 2019

### Flitto\_Corpus Project

- Translated travel-related phrases for Flitto's Corpus Project.
- Average word count per week was 54,000
- The project lasted about 6 months
- MTPE project

Jun 2019 — Dec 2019

### Flitto\_Domain Project

- Translated phrases from Korean newspaper for Flitto's Domain Project
- The source materials include political, legal, economic, social, and entertainment news
- Average word count per week was 34,000
- The project lasted about 6 months
- MTPE project

Dec 2016 — Jul 2017

### Professional Swimming Journals

- Translated articles, interviews, and exercise drills from <https://www.swimmingworldmagazine.com/> for a swimwear company in South Korea
- Approximately 435,000 words translated during 6 months period

### Subtitling

- TEDx Talks Our journey from classical to pop | Simply Three | -TEDxLaSierraUniversity

- TEDx Talks TEDxVancouver - Nazanin Afshin-Jam - Voice for the Voiceless
- Independent feature film <My Can>
- Independent short film <Refund>
- Youtube videos e.g. The Point of Swimming, Daiya, MOCAR

### Game UI and marketing materials

- Fruits Attack VR STEAM page descriptions
- Cartoon Network Arena UI
- Sword Knight UI

### General Translation

- Surepi water tap user instruction
- Deek Co. company promotion video
- Talk IT promotional video
- Seolhaewon Golden Beach resort description page
- Pinkpong Baby Shark product description and specification, the theme song
- SGNL product description
- Ciel Inc. HelloDeli IoT platform business pitch slides
- PiCO product description for its Indiegogo funding page
- JAMEASY app business pitch slides
- Papa Recipe Cosmetics Hong Kong Cosmoprof entry documents
- Han Sung Motors Dream Gream project descriptions
- Sarang Education Institute description
- Dearavera GF 12 Solution user manual
- Introderm Peptide Omni Essence Booster product detail
- Konkuk University ceremonial speech
- Metro City website UI
- Thesis abstracts for fashion, art, technology study
- Professional letters
- CV/Resume

### Business Contracts

- Auctionwini Online Auction and Public Sale Service User Agreement
- Jeongsim Food Agricultural Co., Ltd. products supply agreement
- Labor agreement template

### Celebrity Profiles

- K-Pop star Kim Hyun-Joong
- Baritone Claudio Jung

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## EMPLOYMENT HISTORY

Jan 2018 — Present

### Korean Liaison Officer (Casual), H&H Training Centre Campsie

Campsie, Australia

- Assisted clients with any inquiries they might have face-to-face, on the phone, and email
- Converted the inquiries to actual sales by a thorough consultation and following-up
- Made sure all complaints are answered and resolved appropriately and timely
- Took initiative in creating H&H's Facebook page for online marketing.

- Greatly maintained and improved H&H's existing blog by publishing interesting contents weekly
- Created marketing materials such as brochures, flyers, posters, and videos
- Undertook general duties such as payments, printing, stock-checking, and minor technical troubleshooting computers at the training center
- Ensured mistakes-free data entries with exceptional computer skills

Jun 2017 — Sep 2017

### **Intern, Algenib Lab**

Sydney, Australia

- Designed attractive visual contents for online marketing of the company's BEBEROSIA project
- Designed attractive visual contents for the company's online shop
- Executed any ad hoc design tasks timely and efficiently

Sep 2014 — Jun 2017

### **Senior Sales Representative, Ichthus Healthcare**

Sydney, Australia

- Met daily and weekly sales goal by selling healthcare products to customers
- Ensured excellent customer experience by following up on customers and assisting them with any issues or complaints about products
- made sure all complaints, exchange, and returns are answered and resolved appropriately and accordingly
- Enhanced presence of the company by creating attractive promotional materials such as brochures and its website
- Created a positive and supportive team environment by organizing team-building dinners and implementing incentives to top sellers upon the owner's approval

Aug 2013 — Aug 2014

### **Receptionist/Sales assistant, Websdaily**

Kingscross, Australia

- Assisted customers with internet cafe services
- Assisted customers with professional printing services
- Made sure all customers are served appropriately and timely
- Hit sales target by selling electronics and printing services
- Handled diverse complaints successfully under extreme pressure
- Managed payments with minimum errors
- Was the best selling staff member at the business

Aug 2012 — Dec 2012

### **Sales assistant, Bolt Communications**

Sydney, Australia

- Assisted customers wanting to buy phone accessories
- Hit hourly sales target by selling phone covers, screen protectors, and conducting minor repairs
- Was the best selling staff member

Aug 2012 — Dec 2012

### **Counterhand, Dragon Boy Noodle Bar**

Sydney, Australia

May 2012 — Jun 2012

### **Counterhand, Brown Rice Sushi**

Kingscross, Australia

Aug 2011 — Aug 2012

### **Wait Staff/Bar Staff, Lobby Cafe & Bar at Mantra Hotel**

Sydney, Australia

May 2011 — Aug 2011

### **Farmhand, Various farm sites**

Australia

Feb 2011 — May 2011

### **Wait Staff, Menya Noodle Bar**

Sydney, Australia

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## **EDUCATION**

Starts in Feb 2021

### **Graduate Diploma of Translating and Interpreting, Macquarie Univeristy**

Sydney, Australia

Aug 2013 — Aug 2016

**Bachelor of Interactive Media, AIT**

Ultimo, Australia

- Specialized in 3D animation
- Was awarded an achievement award upon graduating

**High School Diploma, Cheongju Jungang Girls' High School**

Cheongju-si, South Korea

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SKILLS	KOR>ENG Translation	Experienced	Adobe Premiere Pro	Experienced
	ENG>KOR Translation	Experienced	Excel and Word	Experienced
	Trados	Experienced	Autodesk 3ds Max	Skillful
	Subtitle Edit	Experienced	Autodesk Maya	Beginner
	Slack	Experienced	Zbrush	Beginner
	Adobe Photoshop	Experienced		