Joohyun Lee

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| **OBJECTIVE** | Provide a high-qulity translation to meet customers’ expectation |

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| **WORK**  **EXPERIENCE** | 02/2010 - Current  **Amkor Technology Korea, Korea**  **Executive Assistant** *(03/2019 – Current)*  Responsibilities:   * Translating a company website as a regional administrator from English to Korean (News, Brochures, Datasheets, White papers) * Translate earnings call transcript from English to Korean, and report to CEO * Summarize analyst reports (semiconductor, financing) written in English in Korean * Acting as the contact point between CEO and internal/external colleagues/executives in the headquarter * Producing reports and presentation materials for CEO * Organizing meetings and business trips to abroad   **Sr Manager, Risk Management Team** *(06/2016 – 03/2019)*  Responsibilities:  • Conducting internal audits  • Summarize analyst reports and share with executives  • Market Research: Analyzing the market environment including competitors’ financial reports  **Jr Manager, Business Planning Division** *(02/2010 – 06/2016)*  Responsibilities:  • Supporting the establishment of short/long-term goals  • Market Research: Analyzing the market environment including financial reports of competitors and customers  • Analyze competitors’ annual reports  • Supporting Executives (Meetings, Data, Reports, etc.)  09/2006 – 09/2008  **Operator, HSBC Seoul Branch, Korea**  Responsibilities:   * Inward/Outward Remittances |

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| **EDUCATION** | 2003 - 2006  **Bachelor Degree of International Business (Economics)**  First-Class Honours  Lancaster University, the United Kingdom |

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| **ADDITIONAL**  **SKILLS** | Microsoft Office package: Word, Excel, PowerPoint  Passed 4 sections for the AICPA exam  TOEIC score: 975 |

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| **Translation History** | 2021  **MTPE** EN>KR  2020  **Annual Reports Translation**  EN>KR: Translating Annual Reports  2019~  **Website Translation**  EN>KR: Translating Datasheet, news, brochures, etc.  2005  **Translation Agency, Korea**  Part-Time Job for 2 months  KR>EN: Translating the Abstract of the dissertation, a Letter of Self-Introduction  EN>KR: Various templates, Research Paper |
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