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 HonoursLancaster University, the United Kingdom |

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| **ADDITIONAL****SKILLS**  | Microsoft Office package: Word, Excel, PowerPointPassed 4 sections for the AICPA examTOEIC score: 975 |

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| **Translation History** | 2021**MTPE** EN>KR2020**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 monthsKR>EN: Translating the Abstract of the dissertation, a Letter of Self-IntroductionEN>KR: Various templates, Research Paper  |
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