

SEUNGHAWN HONG (Matthew)

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EDUCATION

2012	CAMBRIDGE INTERNATIONAL COLLEGE <i>Business English Course</i> <ul style="list-style-type: none">• Business English Certificate IV – Advanced Level• Presentation – Research for The Strategy of Huge Supermarket Chains Australia	Melbourne, Australia
2012	SHAFSTON COLLEGE <i>Up-Inter General English Course</i> <ul style="list-style-type: none">• Upper-Intermediate English Certificate	Brisbane, Australia
2011	EMILIO AGUINALDO COLLEGE <i>General English Course</i> <ul style="list-style-type: none">• Learn English about grammar, vocabulary and listening practice• Presentation – Cons & Pros for The Banning Abortion	Manila, Philippines
2006~ 2009	KOREAN NATIONAL SPORT UNIVERSITY <i>Bachelor's Degree in Physical Education -Safety Management</i>	Seoul, Korea

EXPERIENCE

2021~2023 > Current	MERCK LIFE SCIENCE (MBSAI) PROCUREMENT SPECIALIST Indirect Purchase Management for 4 Affiliate Legal Entity in Korea - Merck Korea, Merck Performance, Merck Electronics, Sigma Aldrich Korea <ul style="list-style-type: none">• PR PO Processing & Issue PO (Purchase Order) under SAP / ERP system<ul style="list-style-type: none">- Emerald / Quattro / Next / K2 Mflow / Ariba• Verify PR by R&R compliance & Review Quotation, MSA, S2C Bidding Summary or Waiver• Inquiry and Issue Resolution by Procure 4U ticket from Internal End User• MRO Purchase Support & Monthly Calibration through 3rd Party Vender• Data management - Yearly Vendor Cleansing / PO cleansing / Audit Preparation / WI update Ariba Go-live Project – Launched Ariba to 3 Korea Legal Entity as Key User Roll <ul style="list-style-type: none">• End User Group Training as Trainer, UAT / VAT Test, Smoke Test• Translate End User Training Materials En to Ko• Hyper-Care Activity after go-live• Check and Analyze All Issues from End User side & Resolution Support with Project team	Taguig, Philippines
2019~2021	FREELANCE TRANSLATOR / INTERPRETER - En>Ko and Vice versa Translation Business Contract, Legal docs, Machinery Manual, Commercial and Marketing Materials <ul style="list-style-type: none">• Pactera Edge (Spain): MTPE Editing & Quality Assurance as Reviewer• Meridian Linguistics (Hong Kong): Translation & Transcription, Voice Recording Project• Amazon Europe (Luxembourg City): MTPE Editing for E-Commerce Materials• NIC nexus(Korea): Subtitling of "Team play 072" and so on.• Interpret Business Meeting Between GMA Producer and Korean Drama Producer	Manila, Philippines

- 2016~2019 **GOOD FRENZ F&M CORP.:** Korean Restaurant Franchiser in Philippines **Manila, Philippines**
Managing Director
 Food Supply Chain & Operation & HR Management
- Vender Sourcing & Negotiating Price, Terms and Conditions
 - Quality Check of Delivered Items & Pay Invoices
 - Employee Acquisition & Training Activity by Training Material & Code of Conduct
 - Labor Issue Resolution with Local Attorney & Job Agency
 - Leasing Property Management & Leasing Contract Preparation & Review as Lessor /or Lessee
 - Translation Business Documents En>Ko and Vice versa
 - Employment Contract / Law & Regulation / Company Profile / Franchise Contract and so on
 - Negotiating and Marketing Restaurant Franchise Business to Local
- 2015~2016 **COSMEKO INC.:** Trading company of Korean Cosmetics **Makati, Philippines**
Operation Manager
- Trade & Distribution Management for Korean Cosmetics
 - Take Orders & Resolve Issues & Communication w Local Buyers
 - Market Research and Analysis for Korean Cosmetics in Local Market
 - Translate all Relevant Docs En to KO / KO to EN - User Manual, CS Manual, Marketing Materials
- 2013~2015 **GAIN COSMETICS CO., LTD:** Korean Cosmetic manufacturer **Incheon, Korea**
Overseas Sales Manager
- Sales & Trading Management Activity
 - Contract Review & Negotiating Deals with Overseas Buyers
 - Take Orders & Resolve Issues & Communication w Buyers by calls & Email
 - Prepare Marketing Event & Participating International exhibition
 - Ex.) Myanmar Beauty Expo
 - Participate Market Exploitation Event in Vietnam / Myanmar
 - Handling Trade & Shipping Docs – Invoice, Contract, B/L, Packing List, Certificate of Origin
 - Translate all Relevant Docs En to KO / KO to EN – User Manual, CS Manual, Sales Contract and so on
- 2012~2013 **WORLDWEL CO., LTD:** Welding Machine Manufacturer **Incheon, Korea**
Overseas Sales Manager
- Sales & Trading Management Activity
 - Contract Review & Negotiating Deals with Overseas Buyers
 - Take Orders & Resolve Issues & Communication w Buyers by calls & Email
 - Prepare Marketing Event & Participating International exhibition
 - Ex.) Essen Welding Fair in Germany
 - Participate Market Exploitation Event in Chile / Brazil / Taiwan / Vietnam / Rumania / Germany
 - Handling Trade & Shipping Docs – Invoice, Contract, B/L, Packing List, Certificate of Origin
 - Translate all Relevant Docs En to KO / KO to EN – User Manual, CS Manual, Sales Contract and so on
- 2001-2006 **REPUBLIC OF KOREA ARMY** **Gyung-gi Province, Korea**
Supply chain & Storage Operator / Master Sergeant
- Supply & Distribution of Tactical Items & Goods & Food Ingredients
 - Warehouse Management and Distribution upon Requisition
 - Maintain Vehicles & Tactical Weapons to Ready and Go.
 - Inventory Data Input & Place Order into Defense Material System (DMS)

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Seunghwan Hong
SEUNGHWAN HONG