



ALESSA CHANG

PROFILE

An ATA-Certified Translator with seven years of experience, specializing in linguistics, translation and localization. Leverage knowledge of linguistics, English, Korean and Japanese to proofread copy and provide recommendations to refine the quality of translation for Korean audiences. Ensure alignment of translation with original authorial intent and resolve discrepancies and translation errors throughout the localization process

CONTACT

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LANGUAGE

Korean (Mother tongue)
English (Mastery)
Japanese (Mastery)

EMPLOYMENT HISTORY

Translator at Cesco Linguistic Services. Inc (Feb 2015 – Present)

Translated documents, correspondence, and instructions from English to Korean and vice versa in a timely manner.
Provided translation services for the company's clients as well as internal employees.
Used CAT tools (Trados) to translate large volumes of text within tight deadlines.
Reviewed translated materials for accuracy and clarity before final submission to customers or management.
Maintained confidentiality regarding all information pertaining to job duties and responsibilities.
Entered, maintained, and frequently updated data in company CRM.

EDUCATION

University of Denver Department of Language & Literatures (Apr 2005 – Sep 2009)

Earned Master of Arts

SKILLS

Strong communications skills in writing and editing both in English and Korean
Detail oriented and be able to perform under time pressure
Strong self-motivation and teamwork spirit
Above two-years work experiences in the translation of legal documents
Having excellent written, verbal, interpersonal and organizational skills to communicate
Excellent writing skills and ability to contextualize information and adhere to the purpose of the original document while maintaining proper register
Proven translation, editing and revising skills
Think abstractly, creatively and apply strong writing skills
Proficient in Word, Excel, PowerPoint, Access

CERTIFICATION

ATA Certification