

KYOUNGMI PARK (KATHERINE)

Garam-ro 22, Paju-si, Gyeonggi-do, South Korea

asri@naver.com / +82 10-9188-8963 / Skype: asri@naver.com / LinkedIn <https://www.linkedin.com/in/kyoungmi-katherine-park-b1b8891b9/>

Oct., 2023

To whom it may concern,

I would like to appreciate being allowed to meet your company. It is highly expected that I could contribute to your organization through my skills and insight of analytical ability and translation service.

As you may see on my resume, I have versatile abilities in business with experiences at global FMCG companies and translation companies. Accordingly, such experiences will be competitive when I implement the duties that you require.

I was responsible for analyzing sales performance data and developing process improvements to enhance the sales department's more competitive than other competitors through sales volume forecasting and inventory data management at a global FMCG company for 8 years, and I also translated all documents from different fields with translation companies. Most projects and related business were completed timely and successfully based on my sincerity and professional ability, and my experiences in the FMCG company greatly assisted me in implementing my duty.

My core competencies are responsibility, timely, and accuracy when I perform my job.

I hope to get your response to discuss how I will meet your needs and expectations for this position. Thank you for your valuable time.

Sincerely,

Kyoungmi Park (*Katherine*)

Enclosure

KYOUNGMI PARK (KATHERINE)

Garam-ro 22, Paju-si, Gyeonggi-do, South Korea

asri@naver.com / +82 10-9188-8963 / Skype: asri@naver.com / LinkedIn <https://www.linkedin.com/in/kyoungmi-katherine-park-b1b8891b9/>

PROFILE

High capability of analyzing business performance with experience of about 8 years in the consumer marketing field. Good skills in writing and understanding language in English to Korean with experience at translation companies. Excellent capabilities in communication and computer skills including MS Office.

PROFESSIONAL EXPERIENCE

2022. 3 - Current (Eng - Kor) RWS

- Automation anywhere / Google Cloud LOE (CaptionHub)
- IKEA retainer by client side

2021. 12 - Current (Eng - Kor) Lionbridge

- AWS / Microsoft (full MTPE, Subtitle, etc.) / Lenovo UI & Marketing / Bytedance / Dell etc.
- Google & Apple (translation) / Xbox reviewer
- lululemon editing and proofreading

2021. 07 – 2023. 01 (Eng - Kor) Mintn

- Responsible for translation of English to Korean
- Marketing and IT content (Apple, Google, IKEA, etc.)

2020. 10 - Current LEXCODE

- MTPE (Medical & Drugs paper, Agricultural paper)
- Proofreading
- Societies of Engineering, Education, Waste Resources
- Amazon products' descriptions on the website for 11ST (Cosmetics, Sports brands, Tools, etc.)

2019. 01 - 2020. 03 Bitgoeul Town Sports center for elder people

- Instructor of swimming (teaching how to swim and improve members' health)

2016. 12 - 2018. 12 Korea-Trans

- Translated documents as below (Kor-Eng/Eng-Kor)
 - Research company's articles
 - Enterprise contract/Plant agreement
 - Cosmetics, Medical-related
 - Process manual
 - Papers and patent

2017. 08 - 2017. 09 Samsung Electronics Co., Ltd. (Gwangju)

- Translated training material subject to foreign employees from Korean to English

2004. 12 - 2012. 08 JT International Korea Inc. (C&TM Operation Dept.)

- Managed sales data reports and operational support
- Initiated work process manual development
- Analyzed sales performance data and consumer reports based on the AC Nielsen report
- Forecasted and managed annual/monthly sales volume and target and inventory
- Developed branch standardization manual
- Developed incentive scheme for sales members and implemented annual KPI improvement

KYOUNGMI PARK (KATHERINE)

Garam-ro 22, Paju-si, Gyeonggi-do, South Korea

asri@naver.com / +82 10-9188-8963 / Skype: asri@naver.com / LinkedIn <https://www.linkedin.com/in/kyoungmi-katherine-park-b1b8891b9/>

PERSONAL INFORMATION

Birth date August 30, 1982 Gender Female Korean Native

EDUCATION

2001. 03 - 2005. 02 Bachelor of International Trade
Gangneung National University in South Korea

CURRICULUM COMPLETION

2022. 01 - 2022. 04 Completed the course of book translation with a current translator
(Field: Young Adult, Graphic Novel, Fantasy, etc.)
2022. 03 - 2022. 04 Completed the course of translation for IT and Marketing with a current translator

CERTIFICATE

2003. 11 Computer utilization
2004. 11 Word processor
2004. 12 ITQ PowerPoint

Available: Trados studio, Idiom, Polyglot, LTB, TW, XTM, Xbench, CaptionHub, SmartCat

Human Translation Rates (Flexible upon contents)

English to Korean US\$ 0.08-0.13 per word MTPE US\$ 0.06-0.1 per word
Review US\$ 30 per hour

Transcreation (Flexible upon contents)

English to Korean US\$0.13-0.25 per word
Review US\$ 40 per hour

Capacity (Flexible upon contents)

English to Korean (Translation) 2,000-2,500 per day
English to Korean (Review) 2,500-3,000 per day

Professional field

Business, Marketing, IT, Trading, Children's books, Sports, Beauty, Fashion, and so on