

# Haejeong LEE, Translator

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Nationality South Korean

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**PROFILE** Highly skilled and experienced Translator with a strong background in translating Patent Specification and Legal Documents written in English/Japanese into Korean. Dealt with 500+ patent cases perfectly as a patent staff per year. I spent 2 years to prepare national exam for diplomat(Korean version of FSO), and that makes me have insights in many areas - not only in engineering, but also in International Law, International Politics and Fashion. Always try to bring forth a positive work ethic and a commitment to efficiency and integrity.

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## EMPLOYMENT HISTORY

Jan 2017 — Jul 2020 **Patent staff, law firm Kim&Chang** Seoul

- Served as a patent staff, i worked alongside Patent attorney and other staff to provide optimal customer service to clients.
- As a patent staff, i had to manage everything required to file foreign patents to KOREAN INTELLECTUAL PROPERTY OFFICE(a.k.a. KIPO), from gathering applicant's information and translating specifications to filing those documents and written argument-especially when clients' patents were declined- to KIPO.
- Dealt with 500+ cases per year, perfectly, and it's 1.5 times higher than other staff member. That made me possible to get A+ grade on every annual performance appraisal.

2022 — 2022 **Administrative Staff, Sogang University** Seoul

- As a staff member of Office of Planning, make strategy for preparing annual university assessment.
- To get better rankings at university assessment, keep in touch with foreign assess agency, such as QS or THE.

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## EDUCATION

Feb 2013 — Feb 2017 **a Bachelor's degree in Mechanical Engineering, Sogang University** Seoul

Graduated with cum laude  
2 times full merit scholarship

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<b>SKILLS</b>	Computer Skills	Expert	Adaptability	Expert
	Customer Service	Expert	Ability to Work Under Pressure	Expert
	Ability to Multitask	Expert	Translation Software	Experienced
	Effective Time Management	Expert	Time Management Skills	Expert
	Fast Learner	Expert	Ability to Work in a Team	Expert

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<b>LANGUAGES</b>	English	Highly proficient	Japanese	Highly proficient
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**HOBBIES** Learning foreign languages and culture, Watching movies, Exercising