

HAE JUNG LEE

Contact: interbizling@hotmail.com

» Experience in journalism, translation, interpretation, communication, customer service, food service, sales, management, cashiering, planning. Able to work independently and cooperatively.

Highlights : self-starter / responsible for duties / diligent / can work under pressure / business & customer service background

Work Experience

Journalist

Mediapen (South Korea) / Feb. 2017 - Nov. 2018

- » Covered stories in various fields including IT
- » Researched and investigated related information
- » Planned, wrote, edited, published articles and press release of related issues in fast pace
- » Interviewed people in related areas
- » Translated English to Korean such as quotes from English speakers to write articles
- » Communicated with PR teams of IT Enterprises
- » Visited related fields to research and write articles
- » Intern for 6 months

Student Journalist

Handong Archive (South Korea) / May 2013 - June 2016

- » Covered stories of alumni, professors, school events, etc. on online school newsletters and a school magazine
- » Interviewed Korean and English speakers
- » Translated English to Korean for university's promotional videos, and to write articles
- » Took simple photos of school events
- » Scanned and organized school films
- » Founding member »Work scholarship

Teacher Assistant

New Beginning Academy (South Korea) / Dec. 2016 - Feb. 2017

- » Supervised students as an English teacher assistant
- » Graded students quizzes, checked students' homework
- » Assisted making Junior high students' English grammar quiz

Cashier

Kyobo-Mungo (South Korea) / Sept. 2011 - Nov. 2011

- » Worked at one of the biggest bookstores in a city
- » Scanned products and dealt with a POS system, packed books
- » Dealt with customers' needs, complaints, questions including English speakers'

Other experience

Volunteer Translator / July 2015

- »Translated the subtitles of YouTube talk show videos from Korean to English

Yeji Bang / Sept. 2013 - Dec. 2013

- »Volunteer as an English tutor
- »Taught English to an elementary student as a tutor

World Culture Awareness Program / 2016

- » The program conducted by the city's educational institution
- » Interpreted exchange students' lectures from English to Korean to junior high and high school students at the junior high school and the high school.

Education

Handong Global University (South Korea) / Mar. 2012 - Aug. 2016

- »Bachelor of English / Mass Communication »Took the relevant translation courses in English major

UC San Diego (U.S.A) –cancel before starting / 2010

Graduated junior, high school in U.S.A

Certificates/Skills

- » ServSafe International Food Handler Certificate (2020)
- » World culture awareness program (2016) - Interpreted exchange students' lectures from English to Korean to junior high and high school students
- » Microsoft Word(High) / Power Point(High) / Excel(Low)

Hae Jung Lee
interbizling@hotmail.com

Dear HR team,

With a formal background in journalism, communication, and experiences in translation and interpretation in Korean and English languages, I am applying for the English to Korean translator.

I have work experiences on researching, collecting, transcribing, translating, and analyzing information to write articles in Korean as a journalist. When necessary, I translated English to Korean to write articles. I mostly covered the IT industries to write articles. I also interviewed English speakers and translated the English interview scripts to Korean for the promotional videos of the university and to write the university's newsletter articles and the magazine articles.

Moreover, I took some translation courses while majoring in English at the university. Also, I have experiences on translating Korean YouTube talk show videos to English as a volunteer. In addition, I interpreted the English lectures from international exchange students to Korean at the Korean junior high school and high school.

Please review my attached resume and I would appreciate the opportunity to discuss more at your earliest convenience.

I am available for contacting by email at interbizling@hotmail.com.

Thank you for your consideration.

Sincerely,
Hae Jung Lee