RESUME

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| **FAMILY NAME : JUNG GIVEN NAME : EUN HEE (Lani)**  **RECENT ADDRESS : UNIT 15 29Parkes Rd Artarmon NSW**  **PHONE NO : 0423 313 239**  **E-MAIL : ddhee@naver.com / ehjung80@gmail.com** | **PHOTO** |

**ACADEMIC QUALIFICATION**

**∙ FEB 2008- Feb 2010** Master of Translation and Interpreting with Master of International

Relations at *Macquarie University*

**∙ Jan 2008 - Aug 2007** TIPP course at *Macquarie University*

**∙ Jan 2007 - May 2007** IELTS class at *Queensland Academic Technology* in Brisbane

**∙ July 2004 – Nov 2004** English intensive course at *Tasmania TAFE* in Tasmania

**∙ Feb 2004 – Mar 1999** Completed Bachelor of Organic Chemistry *Dong Duk Women’s University* in

Seoul in Korea

**PROFESSITONAL EXPERIENCES**

**∙ *Sewoo Education Centre, Sydney*** November 2010 – December 2011

**Executive Administrative Manager**

***Objectives:***

**∙** Provided dedicated support to managing director

**∙** Supervised employees and monitored their work to ensure all cases are dealt with properly

**∙** Participated in training sessions provided by education providers for updated information

**∙** Counseled international students about their visa condition and appropriate courses fitting their

circumstance

**∙** Addressed and reacted properly to clients issues and concerns

**∙** Maintained effective communication with staff e.g. regional advisors and admission officers in

universities and colleges

**∙ *Market city, Sydney***  December 2007 – November 2010

**Part time shop manager**

***Objectives:***

**∙** Developed and managed customer relations to maximize service satisfaction

**∙** Monitored and resolved any service issues

**∙** Managed scheduling, inventory and proceeded daily store reports along with cash handling

**∙** Recruited and trained new employees

**∙ *Korea, Australia***  February 2005 - Present

**Interpreter / Translator**

***Objectives:***

∙ performed translation of web site preparing for pre-launch of new health product

∙ performed translation of the whole web site of ginseng company in Korea

∙ Performed translation in relation to social affairs through translation auction website from January

2009 to the present

∙ provided an interpretation service for Mission Australia through agency

∙ participated in social work as an interpreter in medical and social welfare settings from January to July 2009

∙performed interpretation as well as translation for Korean company, Korean Ginseng Cooperation,.

February 2005 to November 2006

**∙ *2:1 Academy, Seoul***  January 2007 - December 2007

**English teacher**

***Objectives:***

**∙** Designed and taught lessons in English for 7th and 8th grade students

**∙** Assessed and recorded observations and evaluation of children’s development

**∙** Communicated with parents about their children’s activities and provided counseling

**∙Hanguk Jinsneg Agricultural Organization, Seoul** February 2005 to November 2006

**Executive company secretary**

***Objectives:***

∙ Was responsible for all company secretarial functions, duties and responsibilities

∙ Acted as Liaisons between departments, employees and dedicated clients to ensure that issues

requiring attention or problems are properly handled

**KEY SKILLS AND COMPETENCIES**

∙ Strong organizational and time management skills

∙ Excellent interpersonal and communication skills

∙ Proven leadership

∙ NAATI translation qualification at professional level

∙ Languages: **KOREAN** proficient

**ENGLISH** advanced (IELTS conducted Feb: overall 7 including Listening 8.5, Reading

8.5 Speaking 7.0, writing section 7)

∙ Window 98/Me/2000/xp

**Reference – Available on Request**