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|  | **HanEum Jung**Republic of KoreaPhone: +82 10 2002 0227E-mail: haneum.jung@gmail.comSkype: haneum.jung@hotmail.com  |
| WORKING LANGUAGES | **English to Korean** |
| SKILLS PROFILE | * Excellent working knowledge using Microsoft Office software
* Knowledge of and experience
* Good filing and organizational skills
* Experience in handling confidential paperwork
* Ability to take accurate phone messages and deliver messages promptly
* Good customer-relations background
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| EXPERIENCE |  |
| **Feb. 2018 — Present** | **Freelance Translator (English to Korean)** |
|  | * NewYork State Education booklet for disable students
* Windows 10 Manual Video, presentation and description translation
* Mobile application translation & proofreading
* ‘Pet’s Diary’ Mobile application description, text on screenshots, advertisement text, keywords and common & specific pharases
* ‘LightX’ Mobile application decription, advertisement text, keywords and pharases
* Product description translation
* Product description and marketing, Castellex Air500 air filtration system
* Working on “Amazon project” to describe and translate product headline, description
* Certificate of Deposit
* Translate Korean Certificate of Deposit from Korean bank into English to help client understand related document
* TED.com translator member
* ‘The history of human emotions’ by Tiffany Watt Smith
* ‘3 thoughtful ways to conserve water’ by Lana Mazahreh
* ‘The brain benefits of deep sleep – and how to get more of it’ by Dan Gartenberg
* ‘Soundscapes’ by Peter Gregson in TEDxAlcatraz
* ‘The business benefits of doing good’ by Wendy Woods in TEDTalks
* ‘Cannibalism in the animal kingdom – Bill Schutt’ by Bill Schutt in TED-Ed
* ‘Music as a key to understanding reality’ by Bijan Khadem-Missagh in TEDxBratislava
* ‘A printable, flexible, organic solar cell’ by Hannah Bürckstümmer in TEDTalks
* ‘How the hyperlink changed everything’ by Margaret Gould Stewart in TEDTalks
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| **July 2014 —** **September 2017**  | **Quality Control** **Janssen Korea (Pharmaceutical company)** * Translating English to Korean
* Pharmaceutical regulation documents for using on site (Standard Operation Procedures, Work Instructions, etc.)
* Technical experimental documents (Test methods, USP, etc.)
* Laboratory papers, tables and tests results prior to well treatment
* Preparing/issuing English documents
* Technical documents for experimental results as reports
* Updating reports and other technical documents
* Clarification letter for importing chemicals
* Equipment operating procedure manual
* Global audit and follow up
* Transcribing English to Korean
* Update current status during global audit
* Communicating by email with global branch
* Participating global business trip to get method transfer in test method for new products as project representatives.
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| EDUCATION | * Major: Chemistry in bachelor’s degree
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| AREAS OF EXPERTISE | * Technical/Industry/Engineering
* Pharmacy/Medical
* General texts
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| SOFTWARE | * MS Office
* Adobe Acrobat
* SDL Trados 2017
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