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| 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 |
| 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 |
| **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. |
| EDUCATION | * Major: Chemistry in bachelor’s degree |
| AREAS OF EXPERTISE | * Technical/Industry/Engineering * Pharmacy/Medical * General texts |
| SOFTWARE | * MS Office * Adobe Acrobat * SDL Trados 2017 |