**HYEWON HYON**

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**Garrett Evangelical Theological Seminary**

Master of Theological Studies 2015

* Major: Theology and Ethics, GPA: 3.82

**Incheon National University, Korea**

*Master of Arts*  2012

* Major: English Language and Literature, GPA: 3.88

**National Institute for Lifelong Education, Korea**

*Bachelor of Theology*  2008

* Major: Theology,GPA: 3.33

**WORK EXPERIENCE**

**The Kate Institution, Seoul, Korea** 2011

*Freelance Textbook Writer*

* Planned, wrote, and self-edited three middle school-level English grammar text books; textbooks were adopted by over 50 educational institutions for use
* Improved efficiency by being ahead of schedules for the three books and satisfied the project managers with nearly flawless outcome

**Han’s Academy, Incheon, Korea**  2009 – 2011

*English Instructor*

* Provided leadership by successfully orienting, training, and supervising three new teachers, who have performed well in their jobs and had good relationship with their students
* Expertly instructed students and contributed one student’s passing of the exam who had previously failed the CSAT (College Scholastic Ability Test in Korea) exam once

**EHWA Academy,** **Incheon, Korea**

*ESL Teacher 2011-3013*

* Teach English as a Second Language to multilingual classes of 6-15 students
* Tailor lessons according to student needs
* Conduct activities that target confidence, perception, vocabulary building, pronunciation practice and grammar

**Eden Translation,** **Seoul, Korea**

Freelancer translator 2013

* Translate resumes, articles, abstract of dissertaions

**Duties**

Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points.  
Providing guidance & feedback & creating customer-specific style guides.

Translation of documents/letters from a foreign language to English & vice versa. Reviewing and proofreading mother-tongue text.  
Revising more junior translators' translations.  
Conducting face-to-face interpreting.  
Telephone interpreting.  
Working as a translator for Law firms, charities and local councils.  
Supporting the translation team with other projects when necessary.  
Excellent English speaking and writing skills.  
Retrieving articles from newspapers, magazines & the internet & translating them into English.

**ADDITIONAL**

• Excellent organizational and interpersonal skills

• Creative thinker with great attention to detail

• Able to maintain emotional control under stressful situations

 Familiar with translation software tools.