Hyunjung Seo(Jenn Seo)

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SUMMARY OF QUALIFICATIONS

A native Korean professional linguist with 10 years of experience as a translator&subtitler of English, Chinese and Korean

Specializing in:

Business/Commercial	Web sites, product descriptions, leaflets, etc.
Business/Financial	General/conversation/greetings/letters(correspondence)
General/Conversation/Greetings/Letters	All kinds of personal correspondence
Transport/Transportation/Shipping	Sale contracts including professional trade terms and conditions/FTA regulations/preferential duty
Cinema, Film, TV, Drama	Subtitling and proofreading
Beauty/Cosmetics	Skincare and makeup products, tools, devices, etc.
Marketing/Market Research	FGD, research data, interview, etc.
Advertising/Public Relations	Advertising copies, product descriptions, etc.
Computer skills	Windows 10, MS Office 365 (Word, PowerPoint, Excel), Photoshop
CAT tools	SDL Trados 2019, Wordfast, MemoQ, Memsource
Subtitling tools	SDL subtitling, SE, ATS

English to Korean (per word)	Translation	$0.05 up
	Proofreading	$0.03 or $25 per hour
	Daily capacity	4,000 words
Chinese to Korean (per character)	Translation	$0.04 up
	Proofreading	$0.03 or $25 per hour
	Daily capacity	7,000 characters
English/Chinese to Korean (per minute)	Subtitling	$3.5 up

PROFESSIONAL EXPERIENCE

-Freelance translator
June 2019 -

· Translated press release articles for apps (Pixelpal, https://play.google.com/store/apps/details?id=com.pixelpal)
· Translated opensource tools for developers (Telegram Open Network)
· Reviewed promotional materials for medical service
· Reviewed training materials about Animal Welfare Procedures

-Benetton Korea Inc.
Apr. 2016 - Jan. 2019

· Prepared descriptions for clothes and accessories feature details of each item
· Communicated with Benetton Group regarding seasonal orders and shipments, and reviewed sales contract with each vendor
· Managed importation of fabrics, yarns and garments from Italy, China, etc.
· Imported garments and fabrics from the vendors in various Asian countries, and managing the FTA duty exemption for each country

-UNHWA Co., Ltd.
(Cosmetics)
Mar. 2014 - Apr. 2016

· Prepared product descriptions and ways of use for brochure
· Prepared Sales review and supported for foreign subsidiaries (China, Japan and Hong Kong)
· Supported PWC Project for HK IPO projection
· Supported sales proposal, on-time delivery and P/O contract to Winalite
· Prepared new-business projection analysis and launching (business preparation with Earth Bio Tech-Pet food company in Japan)

-WOOJO HIGHTECH

· Supported sales of PU panels for insulation of LNG vessel to overseas accounts

(Chemical) Apr. 2013 - Mar. 2014	(Huntsman, MHI, etc.) · Supported tests of new products, product stability in overseas factories in China · Created company leaflets and brochures · Subtitle for science experiment video (characteristics of aggregates for concrete) · Supported tests of new products, product stability in overseas factories in China
-SILLA Company (Deep-sea fishery) Jan. 2012 - Feb. 2013	· Tuna Cannery Project in Ghana (equipment purchase, SOP setting, Taking loan from TCB in Taiwan etc.) · JVA with FCF in Taiwan · Monthly Sales Review · Budget Planning of Overseas business
-WisdomAsia-RisingSun Marketing & Research Consulting Mar. 2011 - Dec. 2011	· Transcripts of interviews for research (Hankook Tire FGD, LG washing machine product concept testing and toothpaste product of LG Household & Health Care, etc.
-SEMPIO Food Company Dec. 2009 - Feb. 2011	· Prepared overseas brand PR (Shanghai/Beijing China, Alicia in Madrid, Spain) · Assisted preparation for 'Seoul gourmet festival' which Sempio participated as a sponsor · Created product leaflets and brochures, and prepared launching event of new products · Published monthly newsletter (introduction of Korean foods and recipes) for Chinese clients
-LG Innotek (Display) Sept. 2007 - Apr. 2008	· Communication among R&D center, factory (Yantai, China), and clients in European countries using English and Chinese regarding Power-supply unit for Philips TV panels · Supported the preparation of sales contracts with clients · Prepared company and production introduction presentation for international clients

CERTIFICATIONS

TOEIC 940, EAP 2 courses / TOEIC SPEAKING, Grade 8
HSK (Chinese), Grade 10
Computer Utilization Ability Standard, Grade 1

HOBBIES

Pilates & flying yoga (3 years), swimming (7 years)
Watching movies and American dramas
Cities visited: Tokyo, Okinawa, Kyoto, Hong Kong, Barcelona, Dubai

REFERENCES

WisdomAsia-RisingSun Marketing & Research Consulting	Kim Taehyung <Tae.Kim@risingsun-mr.com> Shanghai, China +86-21-6301-9669
UNHWA Co., Ltd.	Kim Seungsoo <s4ukim@dankook.ac.kr> +82-10-7494-5309
Benetton Korea Inc.	Kim Sanghyuk <sanghyunkKim@benetton.com> +82-2-3488-3605 (Korean Only)

EDUCATION

The LINE ACADEMY, Subtitling Academy (Seoul, Korea)
Nov. 2018 - May 2019

SYDNEY COLLEGE OF ENGLISH (Sydney, Australia)
June 2006 - Feb. 2007
· Completed Advanced English course & EAP 2 course

PEKING UNIVERSITY (Beijing, China)
Sept. 2003 - July 2007
· Bachelor's degree in International Relations