**RESUME**

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| **EDUCATION** |  |

**Master of Arts** 2002-2003 Korea University, Seoul, Korea

Candidate Major: International Relations

**Bachelor of Arts** 1993 – 1997 Hansung University, Seoul, Korea

 Major: English Language and Literature

Minor: English Education

**EMPLOYMENT HISTORY**

Oct. 1995 – Present Freelance Translator/Proofreader

Dec. 2000 – Jul. 2005 Executive Assistant, Consular section

 U.S. Embassy, Seoul

Nov. 1996 – Dec. 2000 Administrative Assistant, Consular section

 Belgian Embassy, Seoul

**TRANSLATION EXPERIENCE**

Dec. 2012 – Present NARR8 App(Interactive book series)

Mar. 2012 – Present Christian articles

Feb. 2012 – Present CA Technologies web-site

Aug. 2011 – Present Zynga Social Games

Feb. 2011 – Jul. 2011 Localsoft Games and subtitles

Apr. 2010 – May 2010 International contracts and product manuals

of Korea Jungsoo Industries, Co., Ltd.

Nov. 2009 – Dec. 2009 Legal documents of Korea Consumer Agency

Mar. 2008 – Jul. 2008 SDI Atlantica (Game)

**COMPUTER SKILL**

XTM (Translation program) Proficient

MS Office (Word, Excel, PowerPoint) Proficient

Adobe Proficient

**AWARDS**

2004 Extra Mile Award from

Embassy of the United States of America

2004 Meritorious Honor Award from

Embassy of the United States of America

2003 Performance Award from

Embassy of the United States of America

**TRAININGS AND CERTIFICATES**

2001 Immigration Law and Visa Operation Correspondence Course by U.S. Embassy

2001 Immigration Visa Training by U.S. Embassy

1999 – 2000 French Conversation and Grammar by Alliance Francaise

Jun. 1998 Advanced course of Microsoft Office by Belgian Embassy

May 1997 Intermediate course of Microsoft Office by Belgian Embassy

Feb. 1997 Certificate of English Teacher for Middle School by

 Ministry of Education, Korea

**LANGUAGES**

Korean – Native

English – Fluent

French – Intermediate