

SEAN SANGHYUK HONG

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**Objective** Applying for a part-time freelance proofreader

(from English to Korean and vice versa)

**Language Background** Native Language – Korean

Native Country - South Korea

**Experience**

[**ARA Networks Co., Ltd.**](http://www.aranetworks.com/home) **(Seoul, South Korea) Nov. 2012 – Present**

**Full-Time Translator/Technical Writer**

* Translating(from Korean to English and vice versa) network security software manuals, installation guide, release note, US patent documents, white papers, UI/UX text, online help content, company web site, IR documents, sales presentation, marketing video script, etc.
* Writing software release notes for network products such as web/mobile content caching, load balancing and P2P traffic management solution.
* Creating a documentation style guide
* Building an internal terminology database for technical writing team

[**cApStAn Linguistic Quality Control, Inc.**](http://capstaninc.us/contact-1/) **(Philadelphia, USA)**

**Freelance Translator** for Computer Science Test Material for Higher Education

[**Pactera Technolgoy**](http://www.pactera.com/en/about) **(Beijing, China)**

**Freelance Translator**

Provided localization and globalization IT translation service for the industry leading vendors such as **Tesla Motors, VMWare, Trend Micro and Power Integrations.**

[**MAXUN International Limited**](http://www.maxsuntranslation.com/index.html) **(Shenzhen, China)**

**Freelance Proofreader/Translator/Quality Checker**

Provided localization and globalization IT translation service for the industry leading vendors such as **HTS, Hikvision, Dahua Technology, IKEA, Thrustmaster, Piceasoft, COMSO, Inc. and Pittasoft.**

**E4NET (Seoul, South Korea) Mar. 2012 – Nov. 2012**

**Freelance Translator & Reviewer**

* Provided localization and globalization translation service for the industry leading IT vendors such as **Google,** **Cisco, Apple, McAfee, HP, Microsoft, Adobe, IBM and Digi-Key** based on TM(translation memory)
* Responsible for translating, reviewing and proofreading for various IT and marketing documents including user manuals, marketing materials, sales report, training material, video presentation, online tutorials and website contents.

**Vision On Chip Co., Ltd. (Seoul, South Korea) June 2006 – Mar. 2012**

**Translator/Technical Writer**

* Translated and created technical documents for video surveillance system such as user manual, datasheet, EOL/NDA/RMA/QC documents, software language table, software guide, update list, S/W& H/W debugging list, software release note, brochure, company profile, sales presentation material, IP contract agreement, service agreement, email messages, legal documents, parent(subsidiary) company website (www.visionmt.com & http://www.visiononchip.co.kr).

**Sales/Engineering Support**

* Filtered out various S/W & H/W error report given by customers and delivering it to the internal engineering team before providing the counter feedback to the customers
* Provided consecutive interpretation for overseas sales team and engineers.

**Vineyard Technologies, Inc. (California, USA) Feb. 2003 – May 2006**

**Translator/Technical Writer**

* Translated manuals for DVR(digital video recorder) system and an engineering evaluation kit
* Created a wide range of marketing materials
* Prepared marketing contents for a company website
* Responsible for creating a step-by-step hardware installation guide & system operation manuals on the subject of the digital video security system
* Provided graphic design for brochures, catalogs, posters and product package box using various software tools

**Sales/Marketing Support**

* Provided troubleshooting with one-to-one technical support service to end-user customers
* Demonstrated basic system operation and provided technical training for the internal sales/marketing team
* Documented RMA list for the returned products
* Managed online sales databases for wholesalers(Sam’s Club and Fry’s Electronics)

**Highlights of Qualification**

* **Daily Translation words: 1,000 (Mon. – Fri.) – .2,000 (Sat – Sun)**
* **Daily Proofreading words: 3,000(Mon. – Fri.) – 5,000 (Sat – Sun)**
* Rich translation experience for numerous forms of technical, sales and marketing documentation
* Excellent communication skills both in English and Korean using a variety of online/offline communication tools including email, phone calls, SNS messaging, video conference and offline meeting
* Collaborating with workers from different national and ethical background

**Computer Skill**

**Office Software**

Search and Replace, Microsoft Word/Excel/PowerPoint/Visio/Outlook, Adobe PDF writer/Photoshop/Illustrator, FTP utilities, EditPlus

**CAT tools**

SDL Trados Studio 2014/2015, WordFast, IBM Translation Manager, Xbench, Idiom, Ontram+, Across, Passolo

**Work Samples**

<http://www.aranetworks.com> | <http://www.visionmt.com>

**Education**

B.S. Computer Information Systems May 2003

Golden Gate University, San Francisco, CA, USA

 Liberal Arts Course Aug. 1994

 City College of San Francisco, CA, USA

 Electronic Engineering Mar. 1991

 Kwang Woon University, Seoul, South Korea