**Sunghee Jung**

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**EDUCATION**

**Underwood International College, Yonsei University**, Seoul, Korea **Mar. 2012 – July 2017**

* Major in Economics, Minor in Political Science and International Relations
* Bachelor’s degree, February 2017 (GPA 3.89 /4.5)

**WORK EXPERIENCE**

**British American Tobacco Korea,** Seoul, Korea  **Aug. 2017 – Feb. 2018**

*Global Graduate, Marketing Division*

* Designed and managed the project of building new CRM web platform for CVM retailors
* Analyzed weekly performance of sales and shipment data and submitted weekly analysis report

**Ministry of Justice,** Gwacheon, Korea  **Mar. 2016 – Aug. 2016**

*Intern, International Legal Affairs Division*

* Researched recent laws and regulations relevant to corporations and composed reports for briefings
* Translated required documents in English, Chinese, Japanese and Korean

**UN World Food Programme,** Seoul, Korea **Jul. 2015 – Dec. 2015**

*Intern, Online Outreach Division*

* Assisted in setting public promotion strategies for WFP, with result of over 50% of online articles featured on the Naver main page and increased number of facebook page likes from 4,676 last year to 7,950
* Assisted in managing SNS channels of WFP such as facebook, twitter, Naver blog and Youtube
* Participated in launching WFP’s fundraising app “SharetheMeal,” which records about 100,000 downloads

**TRANSLATION & RESEARCH EXPERIENCE**

**People and Translation, Translation Agency Mar. 2018 – Nov. 2018**

*Freelance Translator*

* Translated documents including legal contracts, marketing brochures, academic reports from Korean to English and vice versa

**Loite Media, Translation Agncy Sep. 2018 – Nov. 2018**

*Freelance Video Translator*

* Translated Korean entertainment show videos into English using subtitle edit program

**Icon Blue, Translation Agency Mar. 2014 – Jul. 2015**

*Freelance Translator*

* Translated documents including legal contracts, design portfolio, cover letters, thesis in English, Chinese, and Japanese

**CJ E&M K-Radar Nov. 2014 – Apr. 2015**

*China Region Researcher*

* Monitored the impact of “Hal-lyu (Korean trend)” in China entertainment market through Chinese news media research, and submitted weekly analysis report

**The Yonsei Annals** (The Official English Press of Yonsei University)  **Sep. 2012 – Feb. 2015**

*Editor-in-Chief*

* Directed the publication of 4 monthly English magazines and 6 teams consist of 19 members
* Composed and edited English articles that analyze internal / external affairs of university using various research methods from data survey, qualitative research, and interview

**SKILLS**

**Language**  Fluent in English, Chinese, Japanese (TOEFL 114, New HSK Level 6, JPT 845) / Native in Korean

**Computer** High proficiency in Microsoft office applications (Word, Excel, Powerpoint)

**Awards**  1st place in Kaka Bruchbook Project, Best Editor’s Award (The Yonsei Annals)