Jennifer (Sun Jung) Kim

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QUALIFICATIONS

Business ~ Translation ~ Customer Relations

My ability as a bilingual employee (English and Korean) helped to build good relationships with my employers and their clients. Furthermore, my outstanding ability in oral and written communication is responsible for greater relationships with customers, less complaints and more sales. Capable of working under pressure, and meeting deadlines as well as handling difficult situations and clients

**PROFESSIONAL EXPERIENCE**

**Paran Translation Company, (South Korea)** **Feb. 2010- present**

**Interpretation and translation service**

Interpretation on IT, Medical, essays, brochures, legal information, engineering, program manuals, biotechnology, thesis, homepages and entertainment

**Korea Simulation Technology, (South Korea) Jan. 2009-Jan. 2010**

**IT and software solution service, Developing software called LSDA**

**Business Officer**

* In charge of business relations with customers in USA and Europe
* Translate documents re: IT, Software, MOU, Agreement and business issues
* Interpreter for customers from overseas at business meetings
* Correspondence with clients and customer service, simple accounting

**Sinojoy Corporation,(Hong Kong)** **Dec. 2007-Dec. 2008**

**Cell phone manufacturer and USA provider**

**Business Officer**

* Coordinator of business relations with clients from USA and China
* Interpretation and translation between Korean staff and clients
* Business meetings, Power Point presentations, report. status of percentages of gross sales
* International phone calls and correspondence

**Tpl Global Logistics Limited Jan. 2004-Jan. 2006**

**Trading and Logistics**

**Business Officer**

* Translate documents and business related issues, correspondence and customer service

**Sam Woo Construction Company Dec. 2002-Dec. 2003**

**Construction Company**

**Secretary**

* Prepare documents, filing, faxing, data entry, arrange schedules, email, phones, customer care

**EDUCATION**

**Hanyang Women’s College, South Korea 2006-2008**

**AA, Practical English**

**GPA:** 4.01 Scholarship as an honor student

**Computer Literacy**: MS office, Excel, Power Point, Photoshop and internet