

Yuri Oh

Email : yoori_oh@yahoo.com

LANGUAGE PAIRS

English to Korean

* *Native Korean*

SPECIALIZATION

Law : Contracts

EXPERIENCE

April 2022

WORKING AS A FREELANCE TRANSLATOR

- Present

Work list

- Non-Disclosure Agreement
- Exclusive Dealer Contract
- Joint Controller Agreement
- Declaration of Secrecy for Trademark
- Equality Act (United States)
- Pilot Assessment Plan
- Switzerland Travel Guide
- Website/App description message
- App advertising
- App banner message
- Game push-notification message

March 2020

LS AUTOMOTIVE TECHNOLOGIES CO.,LTD.

Gyeong-gi-do, South Korea

- Present

Legal Assistant Manager, Legal Team

- Reviewed and advise on Contracts and business commitments including (without limitation) supply agreements, non-disclosure agreements, software license agreements, IT agreements, purchase agreements, transportation agreements, logistics services contracts and services agreements in English for HQ and foreign corporations in Mexico, India, and the U.S.
- Managed the company's contract management system, including administration of access, preparation of training materials for new users and providing other support.
- Communicated to company employees the implications and risks associated with contractual provisions and alternatives.
- Translated minutes of the board of directors and the shareholders' meeting in English for company affiliates.
- Performed research and analyzed legal issues related to the Automotive industry for company
- Evaluated all contracts and assist in its analysis.

April 2017

HANBITSOFT INC.

Seoul, South Korea

- February 2020

Legal Assistant Manager, Legal Team

- Drafted, structured, reviewed, and advised on agreements and business commitments in English without assistance and supervision (including distribution agreements, license agreements, IT licenses, and service agreements)

- Correctly interpreted contract provisions and maintained the contract database
- Recognized and communicated unique requirements and issues that arise in different contract settings
- Responsible for biweekly status checks on Korean Intellectual Property Office, and foreign trademark files using electronic and online search tools
- Maintained internal case databases (IP and other intangible assets including patents, trademarks, and designs)
- Composed, drafted, and revised correspondence for foreign counsel ; monitored foreign trademark practices and procedures

January 2015 **LAW FIRM DONG SHIN (CURRENTLY LAW N PEACE LAW OFFICE)** Seoul, South Korea

- June 2016 *Legal Assistant Paralegal*

- Assisted four family law attorneys and three paralegals with a case load of over 200 clients, and earned excellent marks on performance reviews
- Communicated daily with clients, opposing counsel, and judicial assistants regarding cases and/or status, scheduled appointments with clients, opposing counsel etc.
- Contacted clients, provided them updates regarding case status, and dealt with client's queries on the telephone and via e-mail on a daily basis
- Searched documents, compiled evidence and prepared trial exhibits
- Properly submitted pleadings, discovery responses and other legal documents

EDUCATION

August 2010 **SOOKMYUNG WOMEN'S UNIVERSITY** Seoul, South Korea

Bachelor of Arts, Major in Public Administration, Minor in Law

February 2007 **SUNGSIN WOMEN'S UNIVERSITY** Seoul, South Korea

Bachelor of Laws

SKILLS

- Professional proficiency in English (TOEIC 925)
- Proficient in Word, Excel, PowerPoint, Access
- Translates various legal documents from English to Korean and vice versa
- Detail oriented and be able to perform under time pressure
- Strong self-motivation and teamwork spirit
- Above four-years work experiences in the translation of legal documents