Ha Na Lee
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EN-KOREAN

Documentation Is Another Way of Showing Your Company!

OBJECTIVE: <u>Translator/Linguist</u>

EDUCATION

08/01 ~ 05/04	MBA (*in Finance*), University of Colorado at Colorado Springs
08/93 ~ 12/93	MS Candidate in Computer Science, Old Dominion University
01/89 ~ 08/93	Bachelor's in Computer Science (***Cum Laude***), Indiana University of Pennsylvania
08/88	Passed the first test on English Tour Interpretation Guide Exam
08/84	Passed the "Qualification Examination for College Entrance"

WORK EXPERIENCE

07/04 ~ Present: English Translation/Interpretation Freelance

- XXXXX Inc.
  - Project: Upgrade Trainings
  - Job: Bi-directional interpretations in-between international staffs and instructors
  - Period: 10/2012 ~ 11/2012

- <u>XXXXX Inc.</u>
  - Period: 06/2010 ~ 03/2013
  - Job Description
    - Proofreading, rewriting, translations, etc.
    - Cooperating with local marketing team
    - Managing vendors, freelances (job assignments, screening), etc.
    - Collaborating with colleagues in other countries

- XXXXX Bank
  - Project: Building/implementing Anti-Money Laundering (AML) solution
  - Job: Translations into Korean
  - Period: 09/2008 ~ 12/2008

- XXXXX (Korea Exchange (KRX))
  - Project: KRX to Build the Electronic Trading System for Bonds in Malaysia
  - Job Description: Interpretation, Translation & Internal/External Communications
  - Period: 08/2007 ~ 02/2008

- XXXXX Electronics (On-site K-to-E translations)

- Job Description: Rules & specifications (270p+)
- Period: 07/2007 ~ 08/2007

- XXXXX Electronics (On-site K-to-E translations)
  - Job Description: Rules & specifications (1,100p+)
  - Period: 08/2006 ~ 11/2006

- XXXXX(08/2006): Home networking manual & catalog into English
- XXXXXCo., Ltd. (08/2006): Automatic Direction Finder (ADF) manual into English

- XXXXX Techwin (On-site K-to-E translations)
  - Job Description: ISO-related and other technical materials
  - Period: 03/2006 ~ 06/2006

- XXXXXCo., Ltd.: IT solution & service provider
  - Job Description: Manuals, proposals and others into English
  - Period: 02/2006 ~ 07/2006

- XXXXX Shipbuilding
  - Job Description: Annual reports into English
  - Period: 05/2006 ~ 06/2006

- XXXXX
  - Job: Manuals into English (PID & GettingStarted)
  - Period: 09/2005 ~ 10/2005

- Other Translations (Korean-English)
  - Manuals

    Digital Door-Lock System (Seoul Communication Technology); Electric Cook-Top(Haatz); Bag Filling Machine (Medi-Parma Plan Engineering); ArgosEIM Administrator's Guide, User's Guide, Web Manager and CS Manager (Duzon ISS Co., Ltd.); Driving Recording System (BNSoft Co., Ltd.); HIQIS, HIBSR and HITEMS manuals: Building the Post-Processing System of JV – HYNIX (ToBeSoft Co., Ltd.); gHRD User's Manual (Samsung SDS); NX10 Manual – Digital Camera (Samsung Electronics); Intelli Studio Manual (Samsung Electronics); User's & Administrator's Manuals - CMS and EXIS Systems (KOTRA), and other

  - Proposals, Specifications & Collaborative Projects

    Proposal for Road & Bridge Design Services – Mongolia (Soosung Engineering); Construction Specification - Senegal E-GOV Project (Jcastnetworks); Computer Operation Plan, IT Infrastructure and Other Systems (Samsung SDS); Construction Project of Gunsan Combined Cycle Power Plant (Environmental Impact Assessment Report); Material Management Specification, Manufacture Process Control Specification, Facility Management Specification, Service Specification, Quality Plan, and others (Iljin Electric Co. Ltd.), Proposal to Build the Smart Card System (Smart Card Laboratory Inc.); and other

  - Company Profile (including homepage) / Product Description

    Time Square (Introduction to the Shopping Center); MicroTek Co., Ltd. (homepage); VEGA Corporation (homepage); Samjin Industry; PKG Co., Ltd. (homepage); Ace Mech Co. Ltd., 11 Environment Related Companies (homepage); LG Display Co., Ltd. (corporate profile); Samjung Boiler Ind. Co., Ltd. (homepage); Smart Card Laboratory Inc. (homepage & brochure); KOSCOM Co., Ltd. (corporate brochure); and other

  - Papers

    Design & Implementation of Location Based Push-Service Platform; Analysis and Modeling for the Faster Transfer Time of T-DMB Handheld Data Service; Design of Sensor Ball System Based on IEEE 1451 for the Condition Monitoring of Power Transmission Line; Collaborative Study Plan; Designing and Developing the Engineering Method of Cut-and-Cover Tunnel While Using the Precast Arch of Rib-

Reinforcement; Study on the Variation of Composite Blade Performance by Attaching the Erosion Shield; Study on a Gravity Compensator for the Robot Arm; The Structure and Morphology of SBR/Organoclay Nanocomposites by Using 3-aminopropyltriethoxysilane and N,N-dimethyldodecylamine as Modifiers for Na+-montmorillonite; Friction and Wear Characteristics of the Gold-Alloy Dental Prosthesis; Hardware Implementation of the Fuzzy Fingerprint Vault System; Optimization of PDMS-PMMA Bonding Process Using Silane Primer; Developing Efficient Air Cleaner Control System by Using the Dust Location Guessing Algorithm; Impact Made on the Consumer Satisfaction of Internet Shopping Mall by the Online Information Source; Analysis on the Relations That the Structure of Regional Finance Influences on the Growth of Local Economy; Control-Ownership Disparity and Business Performance - Targeting Korean Companies; and other

- Business & Finance

IPO Summary (Samsung Securities Co. Ltd.); Application for Provisional Disposition Regarding the Suspension of Option Contract - named as "KIKO" (Kiswire ArcelorMittal Ltd.); Financial Feasibility Study for the Paradise Island & Casino (Samil Pricewaterhouse & Coopers); and other

06/02 ~ 10/02   XXXXX Telecom Co., Ltd. (*Telecom Equipments*), Technical Sales Mgr.

- Business planning and presentation to the vendors such as RAD and Wideband
- Developing new clients

01/01 ~ 01/02   XXXXX Inc. (*Web-Mediation Solution Provider*), Japan Project Manager

- Coordinating and managing projects
- Customer management and on-going project support
- Technical sales activities
- Preparing business portfolio and product plan

04/00 ~ 12/00   XXXXX Inc. (*Web ASP and DB Service*), Strategic Planning Manager

- IR activities (raised 2.2 billion Won)
- Signed up cooperative marketing agreements with major Korean banks such as Kookmin, Kiup, Korea Exchange, Seoul, Cho-hung
- Sales and marketing activities
- Internal management

12/98 ~ 04/00   XXXXX Corp. (*System Integration*), IT Business Segment, Assistant Manager

- Technical sales and support (RAID, tape and jukeboxes from HP)
- Securing competitive advantages by a quick acquisition of technical skills for the software solutions from CA (backup and system management)
- Supporting major customers such as Samsung Electronics, Hyundai Engineering and Construction, Korea Securities Depository, Hyundai Mipo Dockyard, Purina Korea, Rhodia Kofran

03/97 ~ 09/98   XXXXX Bidding Co., Establishing & Running

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07/96 ~ 02/97   XXXXX Co., Ltd., System Development & Management

- Programming and System Management
- Internal OA instructor

- Real-time data translation and uploading for the '96 Olympic Games in USA

05/96 ~ 03/97   English Translator/Interpreter

> Samsung Electronics: Proposal for an IBS project in Russia (receiving the order)
> New Pops English (Monthly): Magazine supervisor and a writer of TOEFL questions
> Korea Agriculture & Fishery Newspaper: Translating and proof-reading the English monthly "AgraFood"
> ED Inc.: English manual translation for electronic testing devices
> Translating a number of other technical and trading materials

02/94 ~ 04/96   Military Service (Korean Army)

> UN PKO, Communications Interpreter

TECHNICAL PROFICIENCY

> Superior interpersonal ability
> Excellent analytic-ability and job-performance
> Fluency in Korean & English (used to be a competitive English speaker before going to USA)
> **Proficiency in TRADOS (Workbench, Tageditor, SDLX, etc.)**
> In-depth knowledge in various operating systems such as NT, SunOS, HPUX, etc
> Sufficient experience and knowledge in system, network, and telecommunications
> Certified for HP-UX system & network management (08/1999)
> Certified for UT-210: CA's Unicenter TNG, an integrated system tool (02/1999)