

Felix Jeong

FREELANCE TRANSLATOR (ENGLISH/KOREAN)

- An excellent communicator and collaborator, learns quickly and executes with a take-charge attitude
- Detail-oriented and well-organized with experience working on various English documents with several foreign business partners
- Experienced in translating subtitles and academic articles, holds Master's degree in Organizational Behavior and Human Resource Management, and has 4+ years of work experience at a fast-paced global business environment

EDUCATION

Korea University, Business School, Seoul, South Korea August 2016

Master of Science, Major in Business Administration (Management)

- GPA: 4.50 / 4.50 (Area of Concentration: Organizational Behavior & Human Resource Management)
- Thesis: *The Effect of Leader Anger on Subordinate Work Engagement via Emotional Labor: The Moderating Role of Leader-Member Exchange and Power Distance Orientation*
- EAMSA Conference, Dornbirn, Austria October 2014
Does Board Political Ideology Affect Whether an Outsider or Insider is Hired as the New CEO? Paper presented at the 36th Euro-Asia Management Studies Association's (EAMSA) Annual Conference; Received PhD Award
- Notable Courses: Organizational Behavior, Organizational Behavior Seminar II, Organizational Theory, Strategic Management, Employment Relations, Statistics for Business and Economics

Korea University, College of Political Science and Economics, Seoul, South Korea February 2013

Bachelor of Economics, Major in Economics (Interdisciplinary Major: Law and Public Administration)

- GPA: 3.92 / 4.50

WORK EXPERIENCE

Voithru, Remote Work March 2020 – Present

Freelance Translator

- Translates English/Chinese subtitles into Korean (Genres: Cooking recipes, Reality dating shows, Celebrity interviews, Vlogs)

Iyuno-SDI Group, Remote Work March 2020 – Present

Freelance Editor

- Proofreads and edits Korean subtitles translated from English and Chinese (Genres: Reality shows, Drama series)

Cactus Communications, Remote Work February 2020 – Present

Freelance Translator

- Translates academic manuscripts from English/Chinese into Korean (Subject areas: Business Management, Social Behavior, Psychology, Sociology, Public Administration, Education)

International Contractors Association of Korea, Seoul, South Korea September 2019 – April 2020

Research Associate, Korea Research Center for Overseas Construction

Research on the Vietnamese Construction Market (funded by the Ministry of Land, Infrastructure and Transport)

- Partnered with Vietnam EY-Parthenon to conduct field surveys on the construction industry in Vietnam
- Held weekly virtual meetings to provide guidelines, discuss updates, and request revisions and additions
- Reviewed the English-version report, translated it into Korean, and published the final 230-page research booklet

Monthly research and analysis reports

- Published the following reports (in Korean): Global Project Finance Market Trend (2021-1H, 2021), Outlook on major economic factors and their implications for the global construction industry, The effect of UNFCCC COP26 and Green Taxonomy on the global construction sector, Regional construction finance issues (Europe, the Middle East), The impact of Russia-Ukraine conflict on the international construction market

Samsung C&T Corporation, Trading & Investment Group, Seoul, South Korea May 2019 – September 2019

Senior Associate, Chemicals & Industrial Materials Division

Risk Management, Business Administration & Strategy Part

- Provided consultation to sales teams to resolve issues related to inventories, receivables, credit, and unforeseen events
- Coordinated with the petrochemicals sales team on establishing the yearly credit limit for 60+ international buyers

Marketing & Sales, Electronic Equipment & Components Part (February 2019 – May 2019)

Repair Parts Business

- Spearheaded the set-up of a new logistics management business (Business model: Delivering broken semiconductor equipment components from the Chinese client to Korea for repairs and returning them to China)
- Conferred with several in-house support teams, and personally drew up the repair order documents, logistics process, lead time tracking system, warranty service procedure, payment system, contingency plans, and contracts
- Communicated and coordinated with the client and forwarder on a daily basis, and biweekly with 70+ repair vendors
- Achieved KRW 500 million in profit and KRW 4 billion in sales in the first year of business launch

Semiconductor Hook-up Pipes and Support Materials Business

- Operated the intermediary trade of air filters and electrical materials between Korean vendors and the Chinese buyer; Resolved cargo damage issues caused by flooding, and vetted potential Chinese vendors to reduce lead time by 50%

- Assisted in managing the inventory and intermediary trade of 3,000+ types of pipes and other materials between 80+ Korean vendors and the Chinese buyer; Handled hundreds of purchase orders each month
- Average annual profit/sales: KRW 5 billion/35 billion; Selected twice as top performing team in semi-annual reviews

Developing New Businesses

- Signed an MOU with a Korean semiconductor company and several vendors to activate plans to build a semiconductor fabrication plant in China
- Pursued a partnership with a Vietnamese mobile phone manufacturer to help diversify its vendors for cost reduction

Samsung C&T Corporation, Trading & Investment Group, Seoul, South Korea June 2018 – August 2018
Summer Intern (Marketing & Sales), Electronic Materials Part, Chemicals & Industrial Materials Division

- Conducted market research on the solar panel industry and investigated new business opportunities
- Runner-up out of 45 interns in individual project presentation (Topic: 'The Future Outlook of the Solar Market')

LG Chem, Ltd., Seoul, South Korea May 2017 – July 2017

In-House Translator, ESH & Energy Team

- Translated Korean documents on greenhouse gas emissions reduction plans into English

QUALIFICATIONS & OTHERS

Language	TOEIC Speaking (April 2016): Level 8 (200) · TOEIC (April 2016): 990 · TOEFL (September 2017): 118 (R: 30, L: 30, S: 29, W: 29) · GRE (September 2019): V (167), Q (169), AWA (5.0), DELF (March 2007): B1 · HSK Level 6 (May 2018)
Computer Software	Microsoft Office (Word, PowerPoint, Excel, Outlook), Adobe Photoshop, Adobe Premiere Pro, SAP ERP, SPSS, AMOS, Trados Studio, Phrase, MemoQ, X-bench
Computer Language	HTML5 (Intermediate), CSS3 (Intermediate), JavaScript (Basic), C (Basic) • South Korea National Qualification Certificate for Web Design (June 2017)
Global Experience	Foreign Experience: Jakarta, Indonesia (May 1996 – July 2000) · English translator in multiple conventions and forums · Traveled in 19 countries
Disability	Registered with Mild (Level 6) Visual Impairment (Low vision in left eye, September 2002)