
YEWON JUNG

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Experience

- 03/2022 - Current
Terra Localizations
Remote
Localization Quality Assurance Specialist / Project Manager
 - Assess overall linguistic quality and translation productions for Unreal Engine and its related marketing, website, and online learning contents
 - Generate reports of errors/bugs detected and provide recommendations for reconciliation
 - Create and maintain linguistic assets (glossaries, style guides, reference materials)
 - Coordinate internal resources to ensure project efficiency and maximize deliverables
 - Support continuous improvement and streamlining of localization processes and workflow in collaboration with internal and external stakeholders
- 11/2021 - 03/2022
Altagram Group
Montreal, Canada
Localization Quality Assurance Tester
 - Identified and fixed linguistic and performance issues across 3 video game products
 - Developed summary reports of all identified errors/bugs for resolution
 - Coordinated with internal and external testing partners to ensure issues were logged and reconciled
- 07/2020 - 07/2021
Korea Educational Broadcasting System
Seoul, Korea
Executive Secretary
 - Organized and managed a complex calendar of the CEO according to the specified priorities
 - Screened and prioritized inbound and outbound communications, and served as the primary contact on CEO's behalf
 - Coordinated all channels of communication for internal and external stakeholders' needs
 - Planned and executed events (workshops, conferences and meetings) including securing venues, coordinating travels, and producing event collaterals
- 10/2018 - 12/2019
Korea Banking Institute
Seoul, Korea
Executive Assistant
 - Managed complex calendars, coordinated meetings and arranged corporate travel appointments for the executive office
 - Handled corporate correspondence and provided operational support to internal and external stakeholders
 - Coordinated the development and implementation of secretarial and administrative standards and procedures for the division
- 06/2015 - 04/2018
The PyeongChang Organizing Committee for the 2018 Olympic & Paralympic Winter Games
Pyeongchang, Korea
Executive Assistant
 - Provided administrative support for internal executives and foreign VIPs
 - Reviewed and directed incoming correspondences, phone calls, and initiated responses
 - Provided translational service - English and Korean - for foreign guests

Education and Training

03/2024	Certificate of UX/UI Design
Canada	UofT SCS Boot Camp
08/2021	Master of Arts in Tourism Management
Seoul, Korea	Sejong University
02/2015	Associate of Arts in Aviation service and Tourism
Seoul, Korea	Suwon Science College

Certifications

- Microsoft Office Specialist (MOS) Excel – Microsoft Certification
- Foundations of Project Management – Google Certification
- Project Initiation: Starting a Successful Project – Google Certification
- Project Planning: Putting It All Together – Google Certification

Languages

Korean:	English:
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Native/ Bilingual	Full Professional