

EUNSUH (AMY) LEE

Mobile Phone: 971-280-7638

E-mail: amy.lee2514@gmail.com

EXPERIENCE

JULY 2021 - PRESENT PORTLAND, OREGON

TECH LINGUISTIC TESTER, WELOCALIZE

- Linguistic Testing: Reviewing the written language in the front-end of the app and noting any linguistic issues
- Functional Testing: Reviewing the different functions of the app to ensure that they work as intended
- Issue Tracking: Writing brief reports detailing the linguistic or functional issues found

JULY 2020 – JULY 2021 PORTLAND, OREGON

INTAKE COORDINATOR, MEALS ON WHEELS PEOPLE

- Communicate with case managers, clients and staff regarding status of applications
- Work with Client Services staff to assure eligibility of Meals on Wheels clients
- Handle client concerns and comments in a constructive, professional, and helpful manner
- Ensure integrity of data in client data management system, update client information as needed
- Coordination of volunteer projects and voucher processing
- Word processing, data entry, and other clerical duties

MAY 2020 – JUN 2020 PORTLAND, OREGON

KOREAN LINGUISTIC TESTER (FREELANCE), WELOCALIZE

- Translation & Localization (Short Project)

JULY 2019 – JANUARY 2020 BUSAN, SOUTH KOREA

INTERNATIONAL RELIEF MANAGER, SKIP A MEAL SAVE A LIFE

- Business Operations with International Relief (Nepal, Bangladesh): Proposal and grant writing
- Other duties: Fundraising, International project coordinating

DECEMBER 2016 – APRIL 2019 BUSAN, SOUTH KOREA

ENGLISH KINDERGARTEN KOREAN TEACHER, POLY ENGLISH KINDERGARTEN

- Teaching English, Caring for preschool and young children (6 years old)
- Consulting and managing business relationships with client-parents

APRIL 2014 – MARCH 2016 BUSAN, SOUTH KOREA

HOSTEL RECEPTION, HOSTEL THE NEWDAY

- Receptionist duties: Reservation, Housekeeping work, Customer relations, Assisted and Guided
- Developed strong working relationships with all staff

MARCH 2013 – OCTOBER 2013 BUSAN, SOUTH KOREA

OFFICE ASSISTANT, J.M STAFF CO, LTD (OUTSOURCING SERVICE COMPANY)

- Customer relations, Utilized Microsoft Office (Word, Excel, and PowerPoint) for data entry
- Other duties: Banking Business and Support administration

EDUCATION

MARCH 2021 - PRESENT

ASSOCIATE'S DEGREE I COMPUTER INFORMATION SYSTEMS, ASSOCIATE'S DEGREE I WEB DEVELOPMENT AND DESIGN

PORTLAND COMMUNITY COLLEGE

Courses Include: Programming language(Python, JavaScript), HTML & CSS, etc,.

FEBRUARY - APRIL 2017

TESOL (TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES, 120 HOURS)

Courses Include: English language teaching skills, English grammar, English conversation

MARCH 2007 - FEBRUARY 2013

BACHELOR'S DEGREE IN VIETNAMESE, BUSAN UNIVERSITY OF FOREIGN STUDIES

Courses Include: Language-, Culture of Vietnam, English grammar, English conversation, Word processing and Presentation, Leadership for college students

SKILLS

- TESOL (teaching English to speakers of other languages)
- Proficient with Microsoft Office and Internet
- Software: MS Office (Skillful with Word, Excel, PowerPoint)

ACTIVITIES

Education: Animal Behavior and Welfare, 2020

Through Coursera (Internet education) learning Animal Welfare and earning certification

Education : Improve Your English Communication Skills Specialization, 2020

Through Coursera (Internet education) learning English and earning certification

Volunteering: Veterinary Technician, 2018~2019

Helped with the daily needs of a non profit vet office in Busan, South Korea

Member of sign language club in University, 2007 ~ 2012

Teaching sign language to university students, performed in sign language plays and lead sign language classes