

June Moon | 문 주 은

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Contact

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Education

September 2019 ~ Currently enrolled	PhD in Philosophy at Institute for Christian Studies, affiliated with University of Toronto and Free University of Amsterdam
September 2013 ~ December 2014	MA in English Literature and Film Studies University of Alberta, Edmonton, Alberta, Canada
September 2006 ~ June 2012	BA in Comparative Literature with Honors University of Washington, Seattle, Washington, USA
September 2009 ~ June 2010	Study Abroad – Korean Literature (Concurrent Enrollment at U of W) Seoul National University, Seoul, South Korea
September 2002 ~ June 2006	High School Diploma with International Baccalaureate Certificates Thomas Jefferson High School, Auburn, Washington, USA

Work Experience

CloudBest, Warsaw, Poland

July 2021 ~ Current

Content Localization and Korean Translation (Remote)

- ✓ EN-KO Translation of marketing contents (websites, mobile applications, webinars, whitepapers, blog entries, social media postings, etc.) for crypto currency companies and related Fintech and IT industries.
- ✓ Using JIRA and Microsoft Team platform to coordinate and manage tasks on a daily basis.

Invox, France | SDL*, Belgium | LionKOREA, South Korea

August 2018 ~ August 2021

Freelance (Remote) Copywriter / Translator / Contents Editor

- ✓ With Invox – Copywriting marketing contents for Fluid Topics (technical documentation and continuous content delivery software), Schneider Electric, and Guardian Glass
- ✓ With SDL* – Copyediting English – Korean translations for Gucci's official global marketing contents
- ✓ With LionKOREA – Business meeting interpretations for global Venture Capitals and Korean start-ups

Institute for Christian Studies Library, Canada

September 2019 ~ May 2021

Part-time (Remote) Research Assistant

- ✓ Compiling and archiving faculty publications and recordings onto the institution's web repository

Association of World Election Bodies, Secretariat, South Korea

10 February 2015 ~ 30 June 2018

Deputy Director of Election Observation (last position)

- ✓ Conducted feasibility studies for new ODA projects and managed each project's timeline and budget
- ✓ Translated various types (legal, diplomatic, business reports, meeting minutes, etc.) of documents
- ✓ Was in charge of public relations and oversaw daily correspondences with the Association's members as well as donor organizations such as United Nations and Ministry of Foreign Affairs of various countries
- ✓ Designed and conducted Election Management Capacity Building Programs of various modules
- ✓ Organized election visitor programs with election experts and produced observation reports (Kyrgyz Republic, Bosnia and Herzegovina, Ecuador, El Salvador, Fiji, etc.)
- ✓ Directed Preparation for Board Meetings and General Assemblies held in India, Fiji, Dominican Republic

University of Alberta, Canada

1 September 2013 ~ 30 April 2014

Graduate Research Assistant at Digital Humanities Lab

- ✓ Wrote and edited digital document entries for The Orlando Project(www.artsrn.ualberta.ca/orlando) and Canadian Writers Research Collaboratory (<https://beta.cwrc.ca>) using XML editing program called Oxygen

JLS CO., LTD. Ansan, South Korea

*March 2009 ~ December 2011,
August 2011 ~ June 2012*

Certified Teacher (language of instruction: English)

- ✓ Gave lectures on Literature, World History, and American History to elementary/middle school students
- ✓ Planned academic curriculum for my classes and worked in cooperation with twenty co-teachers
- ✓ Managed biannual teacher-parents conferences and monthly student counseling sessions