

Hyeyoon (Elaine) Sung

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Education

New York University, Master of Arts (2021-2023)

- Major: Animal Studies

University of Tokyo, Bachelor of Liberal Arts (2013-2017)

- Major: Japan in East Asia (PEAK)
- Scholarship: The University of Tokyo Scholarship (4 year tuition & monthly stipend)
- Exchange Study: University of Helsinki Faculty of Arts (January 2016-May 2016)

Job Experience

Administrative & Research Assistant at NYU Center for Environmental and Animal Protection (2022-2024)

- An administrative research assistant position supported by the Kindling Initiative grant.
- Edited and published annual reports and research briefs, organized workshops, tracked projects, managed the website, and furthered CEAP's outreach to external individuals and organizations.

Localization Consultant –Translator, Interpreter and Proofreader (2017-present)

- Worked for or working with companies such as Beagle, Globo News, JapanTravel, Trulite etc. at freelance capacities. Services provided include translations, proofreading, interpretation and quality checking for various media, including museum pamphlets, novels, video subtitles, marketing, video games, and travel articles.

Mobile Game Associate Producer (Live Operations) at ZigZaGame (2017-2019)

- Was in charge of quality control and schedule management as a member of a team producing an online strategy game with over a million downloads.
- Researched regional trends and user feedback to develop creative content weekly in a fast-paced work environment. Utilized tools such as Excel, Google spreadsheets, PowerPoint, Photoshop, etc.

Extracurricular Activities/Volunteer Work

UN Summit Korean Press Center Support Staff (2023 Sept.)

- Coordinated with the Korean Press Center and government officials in scheduling all relevant events during the 2023 UN Summit.
- Tasks included preparing the event venue and making appropriate purchases, distributing promotional material for Busan at the media center within UN headquarters, ensuring the Korean journalists and president have a safe and smooth travel, etc.

NYU Animal Studies Social Media Manager (2021-2022)

- Curated the content of the NYU Animal Studies official Instagram account by researching articles

originating from both scholarly and media outlet sources, and writing weekly summary posts.

- Managed logistics, took initiative to motivate the team to keep deadlines, and created images for special occasions such as webinars or school events as necessary.

Conference Planning Committee Member with NPO My Dog Is My Home (2021 Nov.-2022 Mar.)

- Volunteered with My Dog Is My Home to organize their second annual conference on companion animals and homelessness. Researched and reached out to potential speakers, promoted ticket sales, and created and published promotional content for social media.
- Served as a moderator that facilitated the conversation between the audience and guest speakers during the Co-Sheltering lessons from Emergency Management segment of the conference.

Committee member for Smile (Student Meetups for International Language Exchange) (2014-2017)

- Planned international language and cultural exchange events for University of Tokyo students.
- Facilitated group activities, ensuring the language exchange meetups were proceeding smoothly.

Writing & Internship Experience

Café Company Internship Program (2017)

- Worked at one of the company's stores and cultivated an understanding about Japanese business culture through weekly business classes. Gave a presentation on a new store concept and marketing strategy to the executive members of Café Company.

Dentsu & Asahi Shimbun Project (2015) / Asahi Shimbun Writer's Pool Workshop (2016)

- Worked with a professional editor on a regular basis to produce articles about given topics about Japan. Learned how to produce articles on a deadline, and cooperating with editors.

Kochi Project Promotional Journalist with Japan Travels (2015)

- Was selected as a travel writer for the Korean webpage for Kochi prefecture. Gained experiences on photography, writing, and traveling through this opportunity.

Teaching Experience

Private Korean tutor (2022-)

- Worked with private client to provide tutoring services that suit their needs on a daily basis
- Started from beginner level Korean until the client achieved their envisioned goals for the language

America Reads and Counts Program tutor (2021-2022)

- Was part of New York University's America Reads and Counts Program, a national campaign that aims to have undergraduate and graduate students tutor at public schools, with the goal of lessening the educational gap between lower and higher income families.

Language Skills (Translation/Interpretation)

Korean (Native level)

Japanese (Advanced level) : JLPT N1 (Date Taken: 2020 / DEC)