

# Jane Doe

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Saarbrücker Straße 1 • 66117 Saarbrücken • student\_uds@uni-saarland.de • +49 176 66117

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## EDUCATION

### **University of Saarland**

BA English Linguistics, Literatures and Cultures

October 2018 - October 2021

### **Seoul National University**

BA Korean Language and Literature

Erasmus semester

July 2019- December 2019

## RELEVANT COURSEWORK

- Discourse and cognition
- Contrastive linguistics
- World languages, translation and literature
- Lexicology and terminology research
- Cultural Studies North America
- Cultural Studies of the Greater Region
- Cultural Studies Korea
- Computer Assisted Translation Software (CAT tools seminar)

## PROFESSIONAL EXPERIENCE

### **Student assistant and Tutor, The Writing Center**

Saarland University

January 2020- December 2020

- administrative support
- content creation support
- assisting in increasing the visibility of the newly implemented Writing Center
- tutoring undergraduate students through their academic writing process

### **Student internship**

*Saar Translation agency, Saarbrücken, Germany*

January 2021- July 2021

- involvement in research projects for client's translation jobs
- attending conferences with supervisor and note taking
- field: simultaneous and consecutive interpretation and translation services for legal purposes

**Volunteer Interpreter**

January 2021- June 2021

*SaarHospital, Saarbrücken, Germany*

- served as a temporary interpreter to 2000+ patients in the ER
- facilitated communication between patients and medical staff
- provided cultural input to improve communication
- provided verbal summaries of medical documents for immediate use to patients

**Freelance part-time interpreter job**

24- 27. June 2021

*Saar music Festival, Saarbrücken, Germany*

- served as a temporary interpreter to staff at a music festival
- facilitated communication between local event team and the artist's managing team

**SKILLS**

- advanced language proficiency in Korean (B2), French (C1), German (C2) and English (C1)
- in-depth cultural expertise (Korean, French, English)
- skilled in juristic terminology
- proofreading
- skilled in Computer Assisted Translation (CAT) Software SDL Trados Studio, Transifex and Crowdin
- interpretation (written messages, charts, diagrams, maps, graphs, etc.)