

Da Eun Yoon

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EDUCATION

Northwestern University | *Bachelor of Arts in Theatre*

June 2023

- Certificates & Modules: Integrated Marketing & Segal Design, Theatrical Design
- Dean's list for all terms & Lambda Pi Eta

RELATED EXPERIENCE

Freelance Interpreter | Singapore / South Korea /US | March 2019 – Present

- Provided English-Korean consecutive interpretation at various professional events, including:
 - **Food & Beverage Expo (Singapore):** Facilitated communication between Korean food exporters and international buyers.
 - **Fire Safety Equipment Export Consultation (Korea Public Procurement Service):** Interpreted technical discussions on compliance and procurement procedures, ensuring smooth process in business.
 - **Pilates Instructor Certification Classes:** Supported communication between Korean instructors and English-speaking trainees.
 - **Korean Entertainment Audition Process:** Interpreted dialogues between judges and international participants for audition hosted by a Renowned Korean Entertainment Company
 - **Theater Rehearsals for MFA Director (University Setting):** Provided real-time interpretation during rehearsals led by a Korean director, enabling clear communication between cast, crew, and creative team in a multilingual academic environment.

Tutor&Ambassador | Ringle, Online, Seoul, South Korea | January 2021 – Present

- Instructed 1,000+ students, including executives from top companies like Samsung, Disney, and Google, enhancing communication skills and global perspectives.
- Delivered tailored English lessons in speaking, writing, and comprehension for students of all ages and proficiency levels.
- Led targeted marketing campaigns, optimizing strategies to recruit new tutors, resulting in contract extension due to outstanding performance.

Audiobook Narrator | United States Audible | September 2024 – Present

- Collaborated with multiple renowned publishers in the US to narrate several books including nonfiction, autobiography, literary fiction, and mystery/thriller, consistently meeting tight deadlines and forming respectful and amicable client relationships.
 - Penguin Random House Audio
 - Audible
 - Tantor Media
 - Tuttle Publishing

Freelance Translator | Kiwi Vine | South Korea | October 2023 – Present

- Managed high-volume weekly translations of webtoons and webnovels for multiple publishers, ensuring cultural nuance and linguistic precision for global audiences
- Adapted quickly to various genres through close editorial coordination and extensive cross-category knowledge
 - Kiwi Vine (Subsidiary of Kakao)
 - Ridi Books

ADMINISTRATIVE EXPERIENCE

Executive Assistant | Caya Company, New York, NY

September 2023 – May 2024

- Spearheaded key administrative tasks including coordinating stage readings, managing email communication, and scheduling/tracking appointments, establishing efficient systems that laid a strong foundation for the successful launch of a newly established Asian American theater
- Worked closely with the producer to strengthen the company's branding and visibility in the Off-Broadway community by cultivating strong relationships with both Korean and U.S. artists, curating a diverse roster, designing marketing materials with Canva, and engaging in industry mixers and networking events.

Production Assistant | Write Act Repertory | New York, NY | August 2023 – October 2023

- Provided hands-on support and quickly resolved on-site issues during theater rehearsals and film shoots, ensuring smooth operations and minimal delays
- Managed multiple roles, including running errands, coordinating meals, surveying dietary restrictions for 20 cast and crew members, and overseeing costume fittings and adjustments that led to a seamless 3-day low-budget production process

Development Intern | Stageplays Theatre | New York, NY | July 2023 – November 2023

- Developed new digital archive system by organizing a comprehensive grant foundation database and contact list, ensuring all records from 1997-2023 were easily accessible and up-to-date, streamlining internal workflows and supporting timely grant submissions for the year
- Collaborated with five team members to align artistic goals by preparing materials for weekly pitch meetings, including writing script coverage and providing detailed feedback to playwrights, while developing skills in delivering constructive feedback

Research Assistant | Costume Designer Linda Roethke | Chicago, IL | April 2023 – June 2023

- Tracked and managed design packages for theater production *Fever Dreams*, including wardrobe lists and costume renderings using dropbox and Gmail Suite, improving workflow efficiency under pressure of two-week timeline for completion

Assistant Director | Actors Gymnasium, Evanston, IL

Jan 2023 – March 2023

- Coordinated communication between cast and crew for *Circus Quixote*, ensuring efficient workflows and a safe performance environment by tracking setup details, monitoring actors' readiness, and addressing their comfort levels, successfully managing the diverse experience levels of 12 cast members, from lead adult actors to the teenage ensemble
- Served as point person for all changes to stage blocking, coordinating and communicating updates to the cast and crew, leading to a successful opening despite frequent script revisions within tight two month timeline

Production Assistant | Searching for Yoo, Feature Film, Chicago, IL

June 2022 – June 2022

- Stepped into support various needs on a low-budget feature film set, including roles as Korean dialect coach, costume assistant, script supervisor, and catering support, helping to fill crucial gaps on set
- Guided non-native actors through Korean pronunciation step by step, providing cultural context, resulting in authentic, cohesive performance that enhanced the overall quality of film

SKILLS

Software: Adobe Creative Suite (Premiere Pro, Photoshop, InDesign), Google Suite, Microsoft Word, Excel, PowerPoint, Canva, ClipStudio, Procreate, Keynote, Pages, Zoom, Google Meet, Wix.com

Hardware: Mac and PC Proficient, Telephone and Printer proficient

Languages: English (Native), Korean (Native), Spanish (Basic), Chinese (Basic)

Other: Painting, Sketching, Storytelling, Acting, Directing, Video Editing, Designing (Graphic, Costume, Industrial), Customer Service, CPR training