





SUNG HWA CANAS NEVES

General affairs/ Executive assistant/ Operations assistant

CONTACT

-  Lynden / WA
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SKILLS

- Team player
- Dependable and dedicated
- Willingly assumes leadership roles, committed to individual and team success
- Displays positivity and enthusiasm in given tasks

EDUCATION

- Islam Global Frontier, Malaysia, 2017
- The Young Leaders Training Program, Mohammed V University, Morocco, 2017
- Islamic Development Studies Special Course, Sun Moon University, 2017 ~ 2019
- Bachelor of Political Science, International Relations, Sun Moon University, South Korea, 2015 ~ 2019
- Associate Degree of Business Management, focus on HR, Bellingham Technical College, US-WA, 2025 – Current

LANGUAGES

- Spanish – Native
- Portuguese - Fluent
- Korean - Advanced level
- English – Advanced level

SUMMARY

Highly experienced professional focused on the Korean market, with six years of experience working with Korean companies, including large global corporations and small businesses, and managing Korean clients. Throughout these years, I have honed skills such as interpretation in high-level meetings, translation of technical documents, administrative support, project follow-up and problem resolution, among others. Capable of communicating in English, Korean, Spanish and Portuguese.

WORK EXPERIENCE

INTERNAL COMMUNICATION SPECIALIST (IC Specialist)

SAMSUNG ELECTRONICS (MANAUS) / 2021 ~ 2023

- Main responsibilities in the (MX) Engineering department include:
- . Interpreting headquarters trainings and meetings for engineering members. Additionally, Providing support with translations of process regulation documents and work instructions (KR -> PT).
 - . Interpreting instructions, trainings and meetings between Korean directors and Brazilian engineering members.
 - . In charge of standard samples request, shipment and follow-up until arrival at the factory as part of the initial stages of the new model introduction process. Receiving key information on new models from GO/GOC, such as new functions and processes and share it with all engineering members and the Korean director.
(More than 50 new models have been introduced in the past two years)
 - . Analyzing and organizing the department's expense status data, and submitting monthly expense forecast data to the financial department.
 - . Entering the director's bills, business trip expenses and refund requests into ERP/CONCUR system.

SHIFT LEADER

TRIGO (SAO PAULO) / April 2021 ~ October 2021

- . Supporting foreign client's management (receiving service request from clients, checking the availability to proceed, defining the services prices, and submitting weekly reports to clients until the work is completed).
- . Person in charge of managing and following up on requested services from Korean clients.
- . Creating and editing work instructions and delivering them to employees.

FREELANCER

SAO PAULO / 2020~2021

- . Translating requested material such as PPT files and official documents (KR -> ENG, PT).
- . Interpreting video-conferences and online events (KR -> PT, ES).

RESEARCHER

Korea Automotive Technology Institute - KATECH (KOREA) / 2019

- . Supporting ODA projects between Korea and Colombia.
- . Analyzing, collecting and organizing data on ODA projects.
- . Translating PPT material/documents and interpreting on meetings (KR-> ESP).