

Personal Particulars

Name: Ng Ho Yin Anthony
Birthday: 1986/5/28
Address: Tai Po, N. T, H. K
Home Telephone No.: (852)26615322
Mobile: (852)61598736
E-mail: westerveldhk@yahoo.com.hk,
westerveldhkster@gmail.com



Skype ID: [westerveldhk@yahoo.com.hk](https://www.skype.com/people/westerveldhk@yahoo.com.hk)

Availability: 9a.m.-12noon and 10-11pm (Mondays, Tuesdays, Thursdays and Fridays),
Sundays and public holidays

Languages: Cantonese (Native), Chinese (Simplified and Traditional (Native)),
English, Mandarin

Language Services: Proofreading, transcription, translation, interpretation,

Interpretation Rate: USD15-330/hr, HKD120-2500/hr

Machine Translation Post Editing (MTPE): USD0.015-0.04/word or USD5-15/hr
HKD0.1-0.3/word or HKD40-120/hr

Proofreading Rate: USD0.01-0.04/word or USD5-25/hr
HKD0.08-0.3/word or HKD40-200/hr

Translation Rate: USD0.02-0.1/word or USD5-40/hr
HKD0.15-0.8/word or HKD40-300/hr

Transcription Rate: USD0.5-3/audio minute, HKD4-23/audio minute

Expertise: Anthropology, Arts, Education, History, Humanities, Linguistics, Music,
Marketing, Questionnaires, Tourism & Tourism, UI, etc.

Websites: <https://www.proz.com/profile/1704094>,
<https://www.linkedin.com/in/anthony-ng-44599938/>

Education Background

09/2008-08/2009 Master of Arts in Anthropology (Chinese University of Hong Kong)

09/2006-08/2007 Master of Arts in Language Studies (Lancaster University)

09/2003-08/2006 Higher Diploma in Applied Translation Studies

School of Continuing and Professional Studies, Chinese University of
Hong Kong

08/2003 HKCEE

09/1998-08/2003 Secondary 1 - 5 (Ying Wa College)

Exams/ Certificates

2013 International Diploma in Bilingual Communication: Pass
(Chartered Institute of Linguists)

2008 Test of Advanced Proficiency in Putonghua: Pass
(*Exemption of LPAT Listening & Recognition & Oral)

2008 Language Proficiency Assessment for Teachers (Putonghua):
pinyin (pass) (HKEAA)
*Driving License (Class 1)

2005 IELTS: 7.5

2005 TOEIC: 910

2005 Intermediate French certificate (Alliance de Français)

2003 Elementary French certificate (Alliance de Français)

Work Experience

Full-time

02/10/2014 - now Wai Sum Tutorial School
Principal

- teaching primary and secondary students English
- checking students' homework
- help them revise dictation
- marking exercises
- preparing lesson notes
- liaise with parents
- administration work
- monitoring the performance of tutors and students

01/09/2013 - 30/09/2014 St. James Settlement
Program Assistant

- setting up venues, program preparation
- greeting clients,
- clerical duties and reception
- delivering goods

02/07/2012 - 30/09/2012 Star Publishing Limited
Assistant Editor

- Editing, proofreading authors' scripts
- Liaising with reviewers, designers and authors
- Copyright clearance

5/10/2009 - 30/08/2010 Confucian Ho Kwok Pui Chun College
Administrative assistant (Full-time)
- Assisting the principal and vice-principals in drafting speeches
- Providing clerical support, such as writing minutes, handling phone calls

Part-time/ Freelance

15 May 2023 Wenner-Gren Foundation
Freelance English to Mandarin Interpreter of
'Proposal Writing for the Wenner-Gren Foundation: Applying for an Engaged Research Grant, A Workshop co-sponsored by The Chinese University of Hong Kong'
Website: <https://wennergren.org/proposal-workshops/>
Field: Anthropology

Mar 2023 - Jul 2023 Aportto Translation
Freelance Simplified to Traditional Chinese (Hong Kong) Localizer
Field: Government

Oct 2022 - June 2023 Globibo
Freelance English to Traditional Chinese translator and Simplified Chinese to French proofreader
Brands: Diffiam, Dequadin
Content: healthcare, marketing, birth certificate, social service

Oct 2022 - Nov 2022 Sunfire Communications
Freelance Translator
Translating educational materials from English to Traditional Chinese

Sept 2022 - now Avilinga
Freelance proofreader
proofreading airline materials from English to Traditional Chinese
Brands: Qatar Airways

Aug 2022 - now 24 translate

	Freelance English to Traditional Chinese Translator and Proofreader
	Fields: Finance, Banking
	Brands: Julius Baer, Zurich, UBS, EDAG
June 2022	Tagline
	Freelance Cantonese Transcriber
April 2022 - Aug 2023	Elite Asia
	Freelance MTPE Editor (English<>Traditional Chinese)
	Brands/Organizations: Nanyang Commercial Bank, Aethertek technology, The Neighbourhood Advice-Action Council
	Content: Finance, company policy
April 2022 - July 2022	Beyond Translation
	Cantonese > English Freelance Transcriber
	Fields: Healthcare, survey
April 2022	Word Par
	Freelance Transcription Reviewer
January 2022 - now	iCentech
	Freelance Translator, Editor and Transcriber
	Brands: Sony, Toyota, Nissin, Nielson IQ, Sushiro
	Content: automobile, electronics, I. T. , questionnaires, company policy, marketing
September 2018 - now	Hermesia
	Freelance Editor and Transcriber
	Editing translated materials from English to Simplified Chinese (government, education, children books)
September 2017 - July 2018	CCJK
	Freelance Transcriber and Transcription Proofreader
	Brands: DHL, DasCoin, ITV Choice, Nexusguard, NaviAddress, NYNJA
	Content: Press Release, blockchain, entertainment, logistics
August 2016-December 2018	Translia
	English to Chinese Freelance Translator
	(Legal and marketing documents for electronics and airline industry)
	Brands: AirAsia, Huawei, LG, Samsung

February 2016–July 2017	Words in Style Freelance Translator Responsible for gaming translation
July 2013 - Nov 2018	Language Room Freelance English to Traditional Chinese translator and proofreader Content: healthcare
September 2009 - September 2018	Promociones Five-Stars Ltd. Translation Centre Freelance translator and interpreter (English, Cantonese and Mandarin) Scope: Contracts, Marketing
June 2017 - Sept 2021	Commercial Translation Centre Freelance English to Traditional Chinese Translator Brands: QBE, St John' s Anglican College Content: voiceover, marketing, social science
Nov 2011 - Sept 2017	CLS Communications Freelance English to Traditional Chinese Translator Brands:Manulife, Invesco, Ipsos Content: Marketing, questionnaire, press release, compliance
April 2011 - May 2012	Global Intelligent Translation Company Hong Kong Freelance Interpreter (English <> Cantonese/ Mandarin) Fields: Travel, Trading Clients: Global Travel Service, The Baroque on Lamma, etc
September 2010 - March 2013	WMG Group Freelance translator (English<>Chinese) Scope: Marketing, legal, finance
August 2010 - now	Freelance Translator, transcriber and proofreader
November 2007 - May 2009	Eureka Language Education Centre English instructor (Part-time) - Responsible for teaching English Enhancement Courses at various secondary schools - Design and prepare program materials

Volunteer Activities

May 2005	Translation of NGOs New Territories Association of Societies Community Service
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Skills

Computer Skills: MS office, Chinese input (*pinyin* and *jiufang*): 15 wpm,
English input: 35 wpm

Language Skills: Chinese (fluent), English (fluent), *Putonghua (Mandarin)* (fluent)

Translation Software: Trados 2021, Smartcat, Wordbee

Expected Salary: commensurate with the company' s remuneration policy