

SUMMARY OF QUALIFICATIONS

Organised and structured translator/interpreter seeking to advance a career/internship/graduate programme in International Trading/Translation and Interpretation/ field. Skilled in both translation and interpretation skills, with hands-on expertise in using translation software. My Bachelor degree of Business Analysis and part-time job in accounting roles have allowed me to develop and hone my communication, business meeting, and public relations skills which gives me extra points for my career. With my in-depth knowledge, strong strategic planning, and interpersonal skills, I am confident that my abilities will be a valuable asset to your organisation.

Core Competencies/Areas of Expertise

Translation • Interpretation • Consecutive Interpretation/Simultaneous translation
Accounting and Finance • Accounts Administration • Policies and Procedures • Attention to Details • Bank Reconciliation
Account Management • Taxation • Documentation and Reporting • Problem Solving • Effective Communication
Negotiation Skills • Leadership and Teamwork Abilities • Data Entry and Processing

Technical Expertise: Trados, MemoQ, MS Word, Excel (Intermediate), PowerPoint, MYOB, and Xero

SKILLS PROFILE

Significant knowledge of translation and interpretation

- Possesses comprehensive knowledge in translation and interpretation, Mastering many translation methods and strategies.
- In-depth understanding of translation theory and translation technology.
- Efficient in processing translation tasks.

Exceptional interpersonal, negotiation, and communication skills

- Emphatic professional with strong rapport-building skills and the ability to maintain fruitful relationships with different stakeholders, management, clients, and businesses.
- Complete set of customer service skills, including conversing with new customers, understanding their needs, and fulfilling their requirements.
- Effective communications skills, both with clients and staff; active listener capable of providing solutions accurately and on time.

Developed organisational and team management abilities

- Competent in independent work, but recognises the importance of team unity, joint effort, and collaboration to achieve the overall goals of the organisation.
- Takes responsibility for personal development, and actively seeks opportunities for improvement.
- Possesses numerous transferable skills, including problem solving, critical thinking, and conflict resolution.

PROFESSIONAL EXPERIENCE

Translator for Chinese old poems(C-E)- Nanyang Technological University ADM school. Dec. 2019

Freelance Translator/interpreter (Chinese and English mutual translation/interpretation) Nov. 2019-present

新加坡中华总商会新加坡历史永久展览新加坡历史翻译-Singapore Dec-2019

Translation of the book 《东方闪电的影响与危害》 Chinese to English (50k words) (published)

Public art education summit – for NTU ADM school-Singapore 17,18,19th oct 2019

Whispering interpretation for shanghai university delegates

Ginga petroleum (s) pte ltd – Singapore 19 Aug. 2019-sep 2019

Translator(part-time)

2019 D6 Family Matters Conference (Singapore)7 July 2019

SI interpreter

sweet as popcorn ltd, Hamilton, New Zealand • 6 June 2017 – 24 Sep 2018

Accountant assistant/International sales liaison

- Support day to day function of management with team members
- **Translator of Director from Chinese to English**
- Responsibility of doing monthly financial report, including sales report, production report, efficiency report, budget and analysing report by fluently using excel, giving opinions to manager.
- Accounts payable
- Handling bank reconciliation and day to day banking.
- Exporting
- Payroll
- PAYE
- Tax Filing
- Sourcing supplier
- Social Media Marketing
- Assist with International sales documents
- Assist with daily communication with international buyers
- Assist with Chines Marketing plan

SAVE THE CHILDREN, Hamilton, New Zealand • June 2014 - December 2015

Manager Assistant (Volunteer)

- Contributed to the overall performance of the organisation, voluntarily drove sales at every opportunity, and made certain that each customer received exceptional levels of service.
- Maintained the record of sales and returns; prepared and submitted weekly and monthly inventory reports at the request of the shop and inventory manager.
- Greeted and offered front-line help to walk-in customers with exceptional services to make their all visits memorable; received telephone calls and transferred calls to the relevant person or department as required.
- Assisted the team to organise promotional campaigns and events.
- Supported management to implement sales and service plans, and ensured targets set under sales programs were met.

EDUCATION AND PROFESSIONAL DEVELOPMENT

NANYANG TECHNOLOGICAL UNIVERSITY, Singapore • now
Master of Translation and Interpretation(English-Chinese, Chinese English)

THE UNIVERSITY OF WAIKATO, New Zealand • 2017

Bachelor of Business Analysis (Accounting)

- Financial Accounting, Management Accounting, Economics.

ADDITIONAL INFORMATION

Languages:

English and Mandarin

Interests:

Travelling, translating, and reading

REFERENCES

Michael Gilson

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Eva Upfold

Director's Personal assistant, Sweet as Popcorn

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