

JOANNA SONG CHEA, LEE

Unit 4/10-12 Florence Avenue

Clayton

VIC 3168

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Education and Qualifications

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|------------------------|--|
| 2017 - 2020 | MASTER'S BY COURSEWORK of Master of Interpreting and Translation Studies
Monash University
Completed in June 2020
Specialisation: German Studies – Translation stream |
| 2016 | BACHELOR'S HONOURS (1 YEAR) of Bachelor of Arts (Honours)
Monash University
Specialisation: German studies <ul style="list-style-type: none">Achieved Distinction in Arts Honours Thesis |
| 2013 - Dec 2015 | BACHELOR'S DEGREE of Bachelor of Arts (Languages)
Monash University
Major: French and German <ul style="list-style-type: none">Achieved Distinction average in both French and German studies |
| 2011- 2012 | FESTELLUNGSPRÜFUNG (German foundational course)
Johannes Gutenberg Universität Mainz, Germany |
| 2009-2011 | INTERNATIONAL BACCALAUREATE DIPLOMA
Uplands International School of Penang, Penang |

Skills Summary

Communication skills

- Comfortable dealing with people from a diverse range of backgrounds
- Friendly and approachable

Initiative and Creativity

- Quick to pick up new skills, self-taught guitar and knitting
- Joined choir in school, shows interest in music.

Computer Skills

Proficient in the following:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

Languages

- English (Very Fluent)
- Chinese (Mother tongue)
- Malay (Fluent)
- German (Fluent)
- French (Fluent)

Employment History

2018

1st Dec 2017 to
30th Apr 2018

Executive Secretary to Finance Manager

Nehemiah Reinforced Soil SDN BHD

- Provided basic tech support and assistance
- Assisted with getting the tech support up and running
- Liaising with partner companies to plan charity events

2017

9th Jan 2017 to
3rd Feb 2017

Waitress

Dabbsy's

- Serving and seating customers

13th Dec 2016 to
6th Jan 2017

Server/Cashier

Paperfish (Poké bowl café)

- Light food prep
- Serving customers
- Cashier duties

2012

1st Oct 2012 to
31st Dec 2012

Intern for administrative work

Nehemiah Reinforced Soil SDN BHD

- Assisted in calculating the quantity of wall panels to be billed to the clients.

Voluntary and Community Involvement

2015 Residential Advisor for Normanby House (Monash University)

- Provide care, support and enrichment for the residential community in academic, cultural, personal, social and recreational matters.

2013-2014 Music Coordinator for Christian Fellowship

- Led the music team to perform music for the weekly Bible study sessions.

2012 Librarian for Alliance Française Kuala Lumpur

- Volunteered as librarian in Alliance Française Library