

EXPERIENCE

Senior Translator Acura Language Services Limited, Hong Kong	2022
<ul style="list-style-type: none"> • Translation, Editing: 1-10 page/hour. • Proofreading, pre-printing/delivery checks: 1-3 min/page. • Increased turnaround time by 25% with active task monitoring and prioritization. • Provided accurate time estimates and status updates within 30 minutes. • Maintained consistency in tone, style, and language with 98% accuracy. 	
Translator Toppan Merrill Limited, Hong Kong	2019-2022
<ul style="list-style-type: none"> • Translation, Editing: 1-10 page/hour. • Proofreading, pre-printing/delivery checks: 1-3 min/page. • Increased turnaround time by 25% with active task monitoring and prioritization. • Provided accurate time estimates and status updates within 30 minutes. • Maintained consistency in tone, style, and language with 98% accuracy. 	
Freelance Translator BTI Studios	2018-2019
<ul style="list-style-type: none"> • Translated subtitles for TV programs: 5-6 hours per 30 mins episode. • Followed clients' in-house style and glossary with 99% accuracy. 	
Proofreader / Quality Control Toppan Vintage Limited, Hong Kong	2017-2018
<ul style="list-style-type: none"> • Inspected financial documents for consistent format, layout, spelling etc. • Processed 1000+pages/day of document checking under tight deadlines. 	
Clerk (PT) Cetex Education Centre, Hong Kong	2015-2016
<ul style="list-style-type: none"> • Processed 10-30 phone calls/walk-in customer inquiries each day. • Processed 5-30 enrollment forms and money transactions each day. • Marked 10-30 pieces of assignments each day. • Ran study sessions with 30+ students each day. 	
Training Assistant (PT) Occupational Safety and Health Council, Hong Kong	2013-2016
<ul style="list-style-type: none"> • Processed 10-30 phone calls/walk-in customer inquiries each day. • Processed 5-20 enrollment forms with follow-up and money transactions each day. • Proofread 10-50 documents (e.g., payrolls, class schedules), updated data (e.g., personal info, test scores, expiry dates), collected survey data. • Exam invigilation for 1-3 classes each day. 	
Part-time Sales A-1 Bakery Co (HK) Ltd	2012
<ul style="list-style-type: none"> • Served 100+ customers each day and processed payments using POS system. • Displayed and packed products adhering to company standards. • Maintained store cleanliness and hygiene at all times. 	

EDUCATION

Diploma in Software Engineering Technician Centennial College, ON	Ongoing
BA in English Hong Kong Shue Yan University	2016
<ul style="list-style-type: none"> • Editor, Students' Union Editorial Board (2013/14), Community Service Team • Outstanding Performance Scholarship (2013/14), Professor Y.S. Hu Scholarship (2012/13) 	