

Resume

Personal Information

Name: Song Min Gender: Female
Work Experience: 5 yrs Date of Birth: 1979/10/19
Mobile: +86 1336 3975 226 Email: songmay@126.com



Self Assessment

- I No.1 recommended Court Interpreter by Samuel Phillips Law Firm (Legal Firm 500) specialized area includes but not limited to: computer science (IT, telecom), business, finance and common law.
- I A postgraduate from the best Modern University of UK (Computer Science).
- I A London listed company's Investor Relations officer with proven essential knowledge of financing projects.

Work Experience

2002/12--2005/04: Interpreting Translation Line Ltd.

Industry: Translation Service

No. 1 ENGLISH INTERPRETER PRESENT FOR CROWN COURT

- I Court-certified interpreter, providing simultaneous translation consecutive translation at Crown Court (Newcastle upon Tyne, England, U.K.) under oath.
- I Interpreting for legal proceedings, depositions, and conferences.
- I Translating, orally and in writing, business-related documents (contracts etc.)
- I To attend citizen rights applying meetings, interviews and meetings hold either in prison and custody.

Report Directly to: Head Office

Number of Subordinate: 3

Reference: Ms. Dee Z and Mr. Eric

- Achievements:
- I No.1 Chinese-English Court Interpreter of ITL
 - I Pointed/recommended Interpreter of Samuel Phillips Solicitors;
 - I Other clients includes: Newcastle Crown Court; Newcastle City Council; Durham City Council; ChangShu Classical Gardens Architectural Engineering Company (China)

2005/04--Present: Prince Catering & Management (Overseas) Ltd. (over 4000 employees)

Industry Security & Investment Management. <http://www.prince-catering.com/en>

A London Stock Exchange (AIM) quoted company, principally involved in the operation of luxury Cantonese restaurants in most reputable hotels such as Hilton and Sheraton

ASSISTANT TO DIRECTOR (IR Manager) & 2-MAN TEAM LEADER

- I To prepare and arrange Stock Exchange release; Formulating and coordinating answers to queries/objections;

- I Communicating, listening and interaction with relevant subsidiaries and Finance Depts. to investors, Co-operating with U.K., BVI, HK and China based advisors;
- I To arrange and attend to Board/ shareholders meetings, conference calls with investors and others;
- I To prepare London road show package;
- I To assist the planning, drafting and publishing Interim/Annual reports;
- I Organizing visits/conference calls transcripts;

Achievements:

- ◆ Prepared and finalized the Admission Document (Prospectors), Which means to prepare the sections of regulation framework, earning mode, market strategy, and risk factors which the sections except the legal and finance parts;
- ◆ Formulating and coordinating answers to investors, media and analyst and arrange on-site visiting and photo shooting sessions ;

Report Directly to: Executive Director

Number of Subordinate: 2

Education

2002/09—2004/07:	University of Northumbria upon Tyne	Computing	Master
	1.Network technology management (92% as average mark is 30%, and only 12 people of 132 past)		
	2.Workshop. (British Aircraft Job Recording System, 5-manTeam Leader)		
1998/09—2001/07:	Xi'an Peihua Women's University	Computer Science	Graduate

Language Skills

English	EXCELLENT
French	AVERAGE

IT Skills

MCSE	Good	6 years
MS Office	Good	Over 10 years
Photoshop and Corel Draw	Good	2 years

Driver License

China (C-1)	Valid and Clean	4 years
England (A)	Valid and Clean	2 years