

Working languages:

- Chinese: Mother tongue
- English: Native Language
- Malay: Native Language
- German: Language of communication – Excellent

Working objectives: Accurate, efficient, to the point without losing sight of authenticity in style and flow

Areas of Specialization:

- Legal
- Engineering
- Home appliances

Areas of experience:

- Legal: documentation, legal disputes, terms of use, etc.
- Engineering: machinery, automotive
- Home appliances: culinary, cleaning
- Dental medicine: laser technology
- Gardening: plants and tools
- IT: internet security, VPN
- History
- Art: Performing arts
- Business: Marketing & Sales, Human resources, Finance, Accounting, etc.

Education:

- October 2007 – September 2010
 - B.A. Anglistik (English Studies)
 - Universität Leipzig – Winter Semester 2007/08
 - Minor: Deutsch als Fremdsprache (German as a Second Language)
 - Thesis: Diversity in Ethnicity – Malaysian English Variants
 - Gut (good)
- October 2006 – September 2007
 - Studienkolleg Sachsen, S-Kurs
 - Universität Leipzig – Winter Semester 2006/07
- June 2006
 - TestDAF
 - Equivalent to levels B2.1 to C1.2 of the Common European Framework of Reference for Languages
 - TestDAF 4 (very good)
- June 2003 – May 2006
 - Diploma in Communication
 - Major: Advertising
 - Taylor's College, in conjunction with Universiti Sains Malaysia

Working Experience:

- 2005-present: freelance translator
 - Worked with different companies: BAUR Austria, Eloquia GmbH, Intermundos, Kontextor, ... etc. and numerous private individuals
 - Member of Translators without Borders since June 2013
 - In-house translator for EiMM GmbH and SunTon GmbH in Leipzig
 - Tasks include: customer service in German, English and Chinese, translating correspondence
- 2009-2011: Marketing manager in EiMM GmbH
 - Leading team of 4
 - Tasks include:
 - Marketing research
 - Product research and rating
 - Sales
 - Managing suppliers
 - Product quality control
- 2007-2008: Waitress/Bar Manager, XiGuiYuan Chinese Restaurant, Leipzig
- 2006-2008: Part-time employee at TeamEsprit Leipzig
 - Event management and assistance
 - Simultaneous translation/interpretation in English, Chinese and German during events
- 2005-2007: Freelance writer, project manager
 - Tasks include:
 - Intensive research on each subject involved
 - Writing speeches and articles for individuals and/or companies
- 2001-2005: Interpreter at church, school, college and university (lectures and events)

Additional Skills and achievements:

- Leadership
 - Ability to recognize and promote potential in members working under me
 - Ability to provide guidance and encouragement
 - Excellent skills in problem solving and initiating innovation
- Team working
 - Firsthand experience due to netball, basketball and light athletics
 - Ability to work with people of different backgrounds and ethnicity
 - Build good rapport with team members
 - Ability to work under leadership
- IT Skills
 - Confident in Microsoft Office – especially Word, Excel, PPT
 - Confident in Adobe Creative Suite – Photoshop, PDF, Illustrator
 - Experienced in MemoQ
 - Experience in SDL Trados (currently not using)
 - Experienced in social media
- Social Skills
 - Small talk
 - Excellent customer service skills

- Recognition:
 - Sports team leader – 2 consecutive years in primary school
 - Sports team leader – 2 consecutive years in high school
 - Captain of primary school netball team – 2 consecutive years
 - President of high school athletics team – 2 consecutive years
 - Organizing committee for prom 2002
 - Project leader on projects in high school and university
 - University student guide for foreign students for years 2010 and 2011 – Universität Leipzig
 - Organizing committee for Foreign Students' Christmas Party 2010
 - Emcee for same event

Hobbies and other Interests:

- Reading
- Playing the piano
- Community choir and performing arts
- Knitting, sewing, garment construction
- Home decorations, paper crafts, DIY
- Sports: Running, cycling and swimming
- Treasurer for True Way Trust e.V., supporting Vivegam Godfrey Centre for destitute children, women and the elderly in Danishpet, Tamil Nadu, India