

Personal Particulars

Name: Ng Ho Yin Anthony

Birthday: 28 May 1986

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Languages: Cantonese (Native), Chinese (Simplified and Traditional (Native)),
English, Mandarin

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Education Background

September 2008 - August 2009	Master of Arts in Anthropology (Chinese University of Hong Kong)
January 2008	HKCEE, Higher Diploma in Applied Translation Studies and Master of Arts in Language Studies equals to a local Bachelor (Honour) Degree (Hong Kong Council for Accreditation of Academic & Vocational Qualifications)
September 2006 - August 2007	Master of Arts in Language Studies (Lancaster University)
September 2003 - August 2006	Higher Diploma in Applied Translation Studies School of Continuing and Professional Studies, Chinese University of Hong Kong
August 2003	HKCEE
September 1998 - August 2003	Secondary 1 - 5 (Ying Wa College)

Exams/ Certificates

2013	International Diploma in Bilingual Communication: Pass (Chartered Institute of Linguists)
2010	Language Proficiency Assessment for Teachers (Putonghua): <i>pinyin (pass)</i> (HKEAA)
2008	Test of Advanced Proficiency in Putonghua: Pass (*Equivalent to Grade 3 in LPAT Listening & Recognition & Oral) *Driving License (Class 1)

2005 IELTS: 7.5
2005 TOEIC: 910
2005 Intermediate French certificate (Alliance de Français)
2003 Elementary French certificate (Alliance de Français)

Work Experience

Full-time

02/10/2014 - now Wai Sum Tutorial School
Principal

- teaching primary and secondary students English
- checking students' homework
- help them revise dictation
- marking exercises
- preparing lesson notes
- liaise with parents
- administration work
- monitoring the performance of tutors and students

01/09/2013 - 30/09/2014 St. James Settlement
Program Assistant

- setting up venues, program preparation
- greeting clients,
- clerical duties and reception
- delivering goods

02/07/2012 - 30/09/2012 Star Publishing Limited
Assistant Editor

- Editing, proofreading authors' scripts
- Liaising with reviewers, designers and authors
- Copyright clearance

5/10/2009 - 30/08/2010 Confucian Ho Kwok Pui Chun College
Administrative assistant (Full-time)

- Assisting the principal and vice-principals in drafting speeches
- Providing clerical support, such as writing minutes, handling phone calls

Part-time/ Freelance

Oct 2022 - Nov 2022	Sunfire Communications Freelance Translator Translating educational materials from English to Traditional Chinese
Sept 2022 - now	Avilinga Freelance proofreader proofreading airline materials from English to Traditional Chinese
June 2022	Tagline Freelance Cantonese Transcriber
April 2022 - July 2022	Beyond Translation Cantonese > English Freelance Transcriber (Social Science)
April 2022	Word Par Freelance Transcription Reviewer
January 2022 - now	iCentech Freelance Translator, Editor and Transcriber (I.T., automotives, questionnaires, marketing)
September 2018 - now	Hermesia Freelance Editor and Transcriber Editing translated materials from English to Simplified Chinese (government, education, children books)
September 2017 - July 2018	CCJK Freelance Transcriber and Transcription Proofreader
February 2016-July 2017	Words in Style Freelance Translator Responsible for gaming translation
September 2009 - September 2018	Promociones Five-Stars Ltd. Translation Centre Freelance translator and interpreter (English, Cantonese and Mandarin) Scope: Contracts, Marketing
April 2011 - May 2012	Global Intelligent Translation Company Hong Kong Freelance Interpreter (English, Cantonese and Mandarin) Interpreting for a travel agency and a trade company
September 2010 - March 2013	WMG Group

Freelance translator (English<>Chinese)
Scope: Marketing, legal, finance
November 2007 - May 2009 Eureka Language Education Centre
English instructor (Part-time)
- Responsible for teaching English Enhancement Courses
at various secondary schools
- Design and prepare program materials

Volunteer Activities

May 2005 Translation of NGOs
New Territories Association of Societies Community Service

Skills

Computer Skills: MS office, Chinese input (*pinyin* and *jiufang*), English input
Language Skills: Chinese (fluent), English (fluent), *Putonghua (Mandarin)* (fluent)
Translation Software: Trados 2021, Smartcat, Wordbee

Expected Salary: Commensurate with remuneration policy of the company

Available Date: 3 July 2023