

▶ **Cassandra Li, Yuen Ying**

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OBJECTIVE

To seek an opportunity to develop a long-term career with your firm

EDUCATION

The Open University of Hong Kong (2008-2012)

- ▶ Bachelor of Arts with Honours in Language and Translation

LST Wong Cheung Ming Secondary School (F.1-F.7) (2001-2008)

WORKING EXPERIENCE

Freelance Translator and Interpreter (Feb.2011- Dated)

- ▶ CI interpretation (Mandarin and Cantonese) for Labour Department of HKSAR - accident investigation and witness statement taking
- ▶ Company websites translation(English to Traditional Chinese and Simplified Chinese) : <http://www.fznint.com>
- ▶ Translation for Student Comprehensive Development Evaluation (Simplified Chinese to English)
- ▶ Manuals translation for LG Electronics (English to Traditional Chinese)
- ▶ Guidelines translation for Environmental Protection Department of HKSAR (English to Traditional Chinese)
- ▶ Press release translation for ASANA (English to Traditional Chinese)

Translator (Jun.2012 – Dec 2012)

Paragon Language Consultancy Co.

- ▶ Translation and proofreading work
- ▶ Coordinate translation projects, liaise with different clients and Translators/interpreters
- ▶ Administrative work, handling invoices and quotations

Clerk (Aug.2011 – Feb.2012)

Ausnutria Dairy Corporation Ltd

- ▶ Coordinated customer related activities such as order processing, sample requests, product enquiries and delivery status
- ▶ Data-entry work, sample packaging and promotional work
Tele-marketing

Promoter (Jul 2011 – Jan 2012)
SY Solutions Limited

- ▶ Promoted products of different brands such as KNIFE, HEINEKEN etc
- ▶ Acted as sales representative and cooperate in booth during product exhibition such as Hong Kong Baby Products Exhibition 2011

Temporary Field Worker (Jun.2011 – Aug.2011)
Census and Statistics Department

- ▶ Conducted interviews to Hong Kong residents
- ▶ Handled and managed questionnaires

Station Assistant (May.2011 – Sep.2011)
MTR Corporation Limited

- ▶ Provided guiding and customers services
- ▶ Secured the smooth running of the station platform
- ▶ Ensured the safety of customers

Exhibition Staff (Mar.2011 – Dec.2011)
Adecco Personnel Ltd

- ▶ Fair Ambassador of Hong Kong International Lighting Fair 2011(Autumn Edition)
- ▶ Information Receptionist of Asia's Fashion Jewellery & Accessories Fair 2011, and Hong Kong House Ware Fair & Hong Kong International Home Textiles Fair 2011
- ▶ Registration Receptionist of Hong Kong International Fur and Fashion Fair 2011
- ▶ Provided customer services and registration to exhibitors and customers, responded to the enquiries from customers and provided information

Retail Staff (Jul.2010 – Oct.2010)
Nike HK Limited

- ▶ Promoted NSW products, answered incoming calls
- ▶ Tidied and managed products in shop

PERSONAL SKILLS

- ▶ Language: Putonghua (Excellent), Cantonese (Native), English (Excellent)
- ▶ Softwares: Microsoft word, PowerPoint, Excel, Adobe Acrobat
- ▶ Typing: Chinese 40 w.p.m , English 55w.p.m

EXPECTED RATE

- ▶ Translation from Chinese to English/English to Chinese: HK\$0.5/ word (Source Text); USD0.065/word (Source text)
- ▶ Transcription of Mandarin or Cantonese: HK\$ 70/5mins; USD 9/5 mins