

# Curriculum Vitae of Christine Huang

Position	Freelance Mandarin to English (and vice versa) Translator
Current Location	Cape Town, South Africa
Nationality / Passport Origin	Taiwanese South African (Dual Passport)
Availability for Interview	Yes
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## EDUCATION

### **Bachelor of Arts (B.A.) in Politics, Philosophy and Economics**

Stellenbosch University | Universiteit Stellenbosch

*Additional Subjects: Industrial Psychology, Sociology, History*

Year Complete 2013

### **Matric**

Newcastle High School

Year Complete 2006

### **Chinese School**

Chinese Buddhist Temple

1996 – 2005

## CERTIFICATION

### **Certificate Programme in Business Analysis**

Faculty Training Institute

Attained 2015

### **First Aid Level I: Valid 3 years Certificate #64760**

Medical Education Center

Attained 2015

## LANGUAGES

**English** – Native

**Mandarin** – Native

**Afrikaans** – Native

## TECHNOLOGIES & PLATFORMS

- Salesforce.com
- Microsoft PowerPoint, Word, Excel

## HONOURS & AWARDS

### **Targets Achieved & Exceeded Quarter II 2018**

CloudStream Global  
June 2018

- Target set at ZAR 180 000 per quarter
- Exceeded target, achieving approx. ZAR 240 000

### **CloudStream Global Best New Comer 2017**

CloudStream Global  
July 2017

- Zero previous external recruitment experience
- Smashed Target in 1st Full Quarter
- R284 000 in Quarter II 2017

### **CloudStream Global Half Year People's Choice Award 2017**

CloudStream Global  
July 2017

- Voted among company peers as People's Choice in Sales Population Department for Half Year of 2017

### **Targets Achieved & Exceeded Quarter II 2017**

CloudStream Global  
July 2017

- Joined company 20 February 2017, as a new comer, target was set at ZAR 100 000 per quarter
- In Quarter II, exceeded target, achieving ZAR 284 000

### **Amazon PRP MyReward Top Performer of the Month 2016**

Amazon  
Feb 2016

- Awarded Top Performer of month in Communities Department at Amazon Cape Town
- Chinese Moderations High Auditing Accuracy
- Escalating Systemic Problems
- Solve Problems
- 100% Peculiar :)

## AREAS OF EXPERTISE

- Recruitment
- Business Development
- Health & Wellness

## **PROFESSIONAL AND CORPORATE EXPERIENCE**

### **Mandarin (Chinese) Freelance Translator**

**Freelance**

**2004 – Present**

#### **Responsibilities:**

- Freelance Chinese to English, English to Chinese translation work since 2004
- Industries covered: Governmental Documents, Tourism, Commodities, Contracts, Energy Saving Technologies, Presentations, Beauty, Lifestyle, Wellness, Applications to mention a few
- Comfortable with Simplified and Traditional Chinese

### **Talent Consultant | EMEA**

**CloudStream Global**

**Feb 2017 – Present**

#### **Responsibilities:**

- CloudStream is an innovative and diverse global services provider, which is focused on supporting and transforming technology development, talent and operations.
- Successful Greenfields Market Development in The Netherlands with clients and candidates at the forefront of cutting edge technologies
- Main areas of focus: CyberSecurity, Information Security, Cyber Risk Consultancy, Pre-Sales Consultancy, IT Auditing
- Secondary: Software Development, SaaS, PaaS, IaaS, Business Intelligence, SEO to mention a few
- Account Management
- Business Development
- Success Service Delivery
- Talent Acquisition – Executive, Permanent & Flexible Resource
- Managed Services – Flexible Managed Resources
- Digital Solutions – Digital Strategy & Implementation
- Inclusion & Diversity – Talent Diversity Solutions
- Incubation Centre – Start up & Business Incubation
- Sector knowledge is critical to project success hence core sectors covered:
  - FinTech – Financial & Capital Markets
  - ConsulTech – Media, Telecoms, e-commerce
  - DigitalTech – Business Consulting, Integrators & Vendors
  - CriticalTech – Critical Infrastructure, Energy, Defence & Government

### **Acting Sales & Marketing Manager**

**SZZT South Africa (Pty) Ltd**

**Aug 2016 – Feb 2017**

#### **Responsibilities:**

- Recruit a team for the Cape Town Branch, schedule interviews, follow-ups

- Fingerprint system registration of staff and submit monthly time stamp report
- Ensure maximum workflow efficiency
- Setup laptop and system for team members: Microsoft Office, Outlook, company email, network setup etc.
- Training and guidance to team members in terms of product knowledge/ understanding via generated product specifications list (with price included), discussions, video tutorials and live demonstrations.
- Maintain files and records with effective filing systems
- Support team members with various administrative tasks in terms of communication with prospective clients in government and companies: provision of official opening letter with company letterhead, company profile, quote templates, price lists etc.
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Perform bookkeeping activities and update the accounting system
- Deal with customer complaints or issues
- Business Development
- Sales
- Monitor office supplies inventory and place orders
- Stock take
- Team meetings/huddles to discuss prospects/ objectives
- Delegate tasks amongst team members in terms of external target market and internal organizational tasks
- Market Research
- Government tender documentation
- Regular updates of Company registration as supplier or certification (SABS, SARS etc)
- Meet-and-greet/ door-to-door marketing with prospective clients
- Generate contract/ agreement templates, quotations, company product specs, price lists
- Monthly report to Financial Director regarding Cape Town branch sales, in addition monthly expenditure on office supplies and Executives' workplace necessities (business card etc)
- Weekly report to Director/ CEO on progress/ rooms for improvement/ actioned areas
- Documentation of all staff member information

**Health & Safety Representative Amazon**  
**Amazon**  
**Sep 2014 – Jul 2016**

**Responsibilities:**

- Occupational Health
- Identify potential hazards
- Implement hazard control in the working environment
- Prevent occupational injury and illness amongst employees
- Promote overall employee well-being in workspace

**Senior Chinese Associate in Moderations**  
**Amazon**

**May 2014 – Jul 2016**

**Responsibilities:**

- Fraud investigation of customers, clients, organizations and content published
- Verification and quality-control of customer interactions on our platforms
- Chinese and English Platform monitoring and auditing
- Removing or blocking accounts and profiles in violation
- Providing customer support by E-Mail
- Assuring the accuracy of displayed reviews and comments for our selection,
- Developing and implementing work process improvements and team development initiatives
- Responsibilities entail quality assurance of Asia's customer feedback on products. Additionally, assuming Apprenticeship role at the Business Intelligence Department
- Supplementary roles taken - the Gemba Board POC and the Health and Safety Representative
- The Gemba Board POC holds responsibility in highlighting problem areas that the Chinese Communities Team as a whole can make improvements on, to reduce customer effort and promote efficient service delivery
- The Health and Safety Representative serves the obligation of auditing the working environment to ensure employees are within a safe and secure arena
- Accuracy and quality checks

**Business Analysis Apprenticeship**

**Amazon**

**Jul 2015 – Jan 2016**

**Responsibilities:**

- Shadow Senior Business Analysts
- SQL
- Data Warehousing
- Excel
- Big Data
- Business Intelligence
- Stakeholder Management

**Junior Merchandiser/ Administrative Personal Assistant**

**PS Agencies**

**Jul 2013 – May 2014**

**Responsibilities:**

- Provide digital overview of business workflow: Order Numbers, Dates, Manufacturer, Testing, CADs, QA, Approvals, Rejections, to mention a few
- Worked in Chinese and English – to suppliers and clients
- Increase competency and quality service delivery
- Attention to detail and information precision

- Big data contextualization from bulk and unorganized data
- Microsoft Excel software
- Clear accurate overview of progress for each order placed by buyers of South African Fashion Retailers
- The data entailed briefs of placed orders, including delivery dates, order numbers, product description and more.
- The agency needed assistance in organizing and prioritizing the orders, as everything was all over the place and the business was starting to make losses due to small administrative errors.
- In addition, the layout of the entire Excel sheet also included the progress of the orders - when the ordered samples have been done and delivered from China to SA, whether samples have been quality test approved or rejected by the laboratory of Truworths/Foschini, whether the fit is approved/rejected etc.
- Assisted the agency in having a big picture on how the business was running as a whole, it promoted transparency and efficient service delivery - the error rate got reduced to zero.

**Lecturer Assistant**  
**University of Stellenbosch**  
**Jan 2011 – Dec 2011**

**Responsibilities:**

- Data organization and contextualization
- Gathering of data, test papers, test results, data crunching
- Adjudication at test venues for the Political Sciences Department

**Personal Assistant to Member of Parliament**  
**Member of Parliament of South Africa**  
**Jan 2004 – Dec 2011**

**Responsibilities:**

- Admin work for MP
- Handling e-mails, calls, appointments, Excel spreadsheets for data compiled, PowerPoint presentations and speeches in English and Mandarin, travel itinerary and bookings etc - whilst in University

**Freelance Art Creator**  
**Professional Portraits**  
**Jan 2002 – Dec 2011**

**Responsibilities:**

- Freelance art creation since high school
- Sketching portraits for lecturers, students, events and competitions

**Marketing and Senior Committee Member**  
**Aristea PSO Stellenbosch University**  
**Jan 2009 – Dec 2010**

**Responsibilities:**

- Designed and marketed all Aristeia activities in order to grow student base as well as promote private residence activities
- Played an active role in the organization and delegation of first-year social program