

Elainehon1989@gmail.com

Elaine Yi Ting Hon

Objective

Experienced and passionate translator looking for part-time/ freelance opportunities to utilize my strength in fields of business, education, legal, and social sciences areas.

Core competencies include:

- Attention to details • Reliable •Accurate
- Punctual • Client Relations • Customer Service

Experience

- | | |
|--|---------------------|
| November 2021-present • Academique College | Gold Coast |
| Sales Coordinator | |
| <ul style="list-style-type: none">• Reach monthly sales target for college's sustainable development• Build connections and maintain relationships with both active and prospecting education partners• Develop promotional plan and marketing materials in both English and Chinese | |
| 2014-present • Freelance Interpreter | Brisbane/Gold Coast |
| <ul style="list-style-type: none">• Worked as a freelance interpreter for different settings such as business, education, family events, and hospital. | |
| July 2014-June 2021 • Sandhills Pacific | Brisbane |
| Sales and Marketing Specialist-Asia Region | |
| <ul style="list-style-type: none">• Translated multiple company websites from English to Chinese• Marketing initiatives for the Asia Pacific region | |
| December 2019 • Aerology | Brisbane |
| Translator | |
| <ul style="list-style-type: none">• Translated the entire website of Aerology from English to Chinese. | |
| August 2012-May 2013 • Man Sang Jewellery Holdings Limited | Hong Kong |
| Sales Executive (USA Market) | |
| <ul style="list-style-type: none">• Key accounts management• Participated in major jewelry tradeshows and traveled internationally for business development | |
| February 2012-April 2012 • GasWorld Greater China Limited | Hong Kong |
| Translator | |
| <ul style="list-style-type: none">• Translated the monthly magazine about industry gas from English into Chinese | |
| September 2011-January 2012 • Edelman Public Relations World Wide | Hong Kong |
| Intern | |
| <ul style="list-style-type: none">• Translated and transcribed medical conferences from English to Chinese.• Provided support to the manager to help produce high-quality materials including reports and presentation content. | |

Education

July 2013-July 2014 • Queensland University of Technology Brisbane, Australia

- Master of Education (Early Years)
- GPA: 6 (distinction)

September 2009-June 2012 • The University of Hong Kong Hong Kong

- Bachelor of Arts
- Majors: Linguistics, Media and Culture Studies

Languages

Mandarin (first language, Putonghua Proficiency Test Level One Grade B)
Cantonese (native speaker)
English (high proficiency, scored 8.5 for IELTS Academic Test)

Technical skills

Microsoft Office software: Outlook, Word, Excel, PowerPoint, Mac OS
Photoshop, InDesign, CRM

Interests

Yoga (certified Yoga teacher)