

STEPHANIE CHOI

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Summary of Qualifications

Versatile and highly innovative graduate with hands-on experience in social-media marketing, video-editing, and data analysis. Expert in Chinese, Science (Chemistry, Biostatistics and Biology). Looking for freelance work in the field of:

- Translation (English ⇔ Mandarin Chinese, Cantonese Chinese) and document proofreading
- Tutoring (Chemistry, Biology, Chinese)
- Data Entry, Analysis, and Biostatistics
- Image and Video-editing
- Social media marketing and content-creation

Education

2015- 2018 University College London, United Kingdom (World Top 10 Ranked University)

Bachelor of Science (Hons) in Biology

Result: Second Class (Upper)

Relevant skills gained:

- Research and critical analysis
- Statistics and mathematical analysis
- Presentation and communication
- Problem solving & project management skills

2010- 2015 Chinese International School, Hong Kong

International Baccalaureate: 39/45 (Top 10% Global Score)

Experience

Translation/Subtitle/Revision experience

- Worked as a freelancer to translate (Chinese ⇔ English) for over 5 years, multiple documents (including scientific and medical reports) were translated with excellent review from employer including Pfizer, Johnson & Johnson
- Worked as a freelancer to translate and subtitle (Cantonese/Mandarin ⇔ English) for over 3 years, companies including Rev, Vice, and Vox, over a variety of different genres of videos
- Worked as a QA language specialist at Gengo to revise and review Chinese (Hong Kong) translations on a variety of documents (including marketing documents, business/commercial documents)
- Being an interpreter in Operation Smile mission (Guang Dong, China), translate medical spoken Cantonese and Mandarin to English to communicate between doctors and other administrative staffs
- Worked on Princeton University Language Project (PULP), English to Chinese text translation for non-profit organization, within two years translated over 20+ assigned documents

Leadership and teamwork experience

- Ambassador at Delete Blood Cancer, UK - Promoted, planned and delivered recruitment events

- Treasurer at UNICEF UCL - Maintained fundraising accounts, allocated budgets in all charity events, provided logistical support
- Event Organizer at University Public Affairs and Social Service Society
- Leader for Volunteers at Queen Mary Hospital, Hong Kong (awarded as the best leader)
- Event Organizer at highly reputed Ronald McDonald's House Hong Kong - Collaborated with colleagues and coordinated 5 successful events for kids aged 2-8

Teaching and mentoring experience

- Experienced tutor in Biology, Chemistry, and Chinese, supported over 20 students aged 7-17 on Chinese, Chemistry and Biology for over 5 years
- Volunteered at Unigenius programme, United Kingdom supported talented A-level students studying STEM mainly Chemistry and Biology
- Volunteered at Po Leung Kuk Orphanage, Hong Kong served as a Chinese tutor

Commercial experience

- Paid summer internship at the ISF academy, Hong Kong and accommodated John Hopkin's University programme held at their venue
- Paid summer internship in accounting department at Harrow International School, Hong Kong

Website creation, and social-media marketing

- Created websites using WordPress platform
- Several social media campaigning including Instagram, Facebook, and Twitter
- Generation of interesting and engaging contents for several business pages/ accounts

Additional Skills

Languages

- Chinese (Cantonese/ Mandarin)
- English
- Deutsch

Data Science

- Rstudio (Basic)
- Python (Basic)
- SPSS
- Prism 7.0
- Stata

Editing Skills

- Adobe Premiere Pro
- Adobe Photoshop
- Adobe Indesign
- Origin
- AutoCAD
- CorelDraw

Computing skills

- Microsoft Office
- **Trados SDL (Translation)**
- **Aegisub (Subtitle)**
- **Subtitle Edit (Subtitle)**
- HTML, CSS & Javascript
- WordPress Web development
- Python & C++
- Typing speed (70rpm)