

# RESUME

## SUHUA (SWAN) MACILQUHAM

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### Qualification:

1. Extensive experience (22 years experience) in English and Chinese Translation and Interpretation; fluent in both languages. Obtain EF C2 Proficient Certificate (from US).
2. Specialized in general medical interpreting, legal setting interpreting, and education and general business translation and interpretation.
3. Obtain HIPPA (US) Certificate for medical interpreting
4. Good knowledge of immigration services and understanding of multiculturalism and diversity.
5. Over seven years teaching English experience in High School and Post-secondary Tourism School in China.
6. Over 15 years teaching Chinese (Mandarin) experience in Canada, age group from kindergarten to senior.

### Education:

1. Bachelor Degree of Arts, specialized at English Language and English Literature  
---- 1984-1988 Fujian Normal University, Fujian Province, China
2. Certificate of Tourism and Hospitality  
---- 2000 - 2001 Seneca College, Toronto, Ontario, Canada
3. TEO (Teaching English Overseas) Course Completion Certificate  
---- 2006 Malaspina University-College, Nanaimo, BC, Canada
4. Medical Interpreters Training and Mental Health Interpreting Training Certificate  
---- 2005 Provincial Language Service, Nanaimo, BC, Canada
5. Certificate of Interpreting in Court and Legal Setting  
-- 2020 Interpreters Lab, BC, Canada
6. Graduation Certificate in Secretary, China  
---- 1991-1993 Sichuan Secretary and Stenography Correspondence Institute

## **Experience:**

### **I. 2005 – Current      Freelance Interpreter and Translator**

Professional translation and interpretation work areas include: immigration law office, other general law offices, court interpreting, general medical and health unit interpreting, real estate and general business interpreting, education and senior's home translation and interpreting, ICBC insurance translation and all other general documents translation.

### **Professional Membership and Agencies:**

- Associate Member of the Society of Translators and Interpreters of BC since 2011.
- Contract interpreter for BC Provincial Language Service under the Health Authority since 2005, specialized in general medical and Mental Health interpreting.
- Contract interpreter for BC Ministry of Attorney General since 2007 (non-accredited Court Interpreter).
- ICBC approval translator
- Freelance Interpreter (mainly in medical area) of Effectiff Interpreters Agency in US

### **II. Oct. 1996 - Current      Translator and Interpreter / Immigration Assistant**

#### **--Law Office for W.Lloyd MacIlquham, Toronto, Ontario and Nanaimo, BC**

Main Duties: – provide English and Chinese translation and interpreting service for both the lawyer and the Chinese clients;  
– provide interpreting service for the lawyer and the Chinese clients during the meetings and seminars;  
– arrange conference meeting or seminars for the lawyer and public and act as interpreter during the conference meeting or seminars;  
– help the lawyer prepare for his Chinese clients to the court hearing;  
– act as a legal assistant, mainly assisting in immigration files, business planning, and business tour planning to China  
-- provide general office management and other routine office work.

### **III. 2004 – Current      Part-Time Chinese Teacher**

- Contract Chinese Teacher at Wentworth Court Language Centre, Nanaimo, BC. from 2004 to 2015;
- Teaching Chinese at the Parks, Recreation and Culture, City of Nanaimo, BC since 2006;
- Teaching Chinese from preschool ages to adults since 2004 and founded Nanaimo Chinese Language and Art Centre in 2010.

**IV. Jan. 1996 - Sep. 1996 Secretary and Translator  
Wonderful Realty Group, Toronto, Ontario ( has been closed)**

Main Duties: – Real Estate documents translation;  
– provide interpreting service to company's clients  
--working as immigration assistant to the boss  
– receiving customers, filing and other secretarial routine work

**IV. April ' 96 - May ' 96 Travel Editor – Part time  
Golden Sky Travel Services, Toronto, Ontario**

Main Duties: – translating tourist site's history and story from English to Chinese and then editing in Chinese  
-- Writing tour routes to different cities in Ontario and Quebec

**V. September'92 - October'95 English Teacher – full time  
& Principal Assistant (part time)  
Nanping City Wuyi Tourism Vocational School, Jianyang,  
Fujian Province,China**

Main Duties: – teaching English Language, including Listening, Speaking, Reading and Writing  
– teaching Hotel English; writing and editing my own teaching materials of Hotel English  
– Principal Assistant's work, including typing the school teaching plan, recording school meeting minutes, and trip planning and schedule for Principal  
– founding English Corner for the school teachers and students

**VI. July'88 - July'92 English Teacher – full time  
Wuyishan City No. 1 High School, Fujian Province, China**

Main Duties: – teaching English (including listening, speaking, reading and writing) from Grad 11-13 at the Senior High School  
-- helping students in preparing for the national examinations to enter the university

**Other Memberships and Community Work:**

- 1, member of Nanaimo Folk Festival Society (since 2007)
- 2, member of Canadian Federation of University Women – Nanaimo Club
- 3, Co-host of Sino-Naimo News (Chinese-English) radio show with CHLY radio (FM 101.7) since 2011

- 4, help organizing and preparing annual fundraising banquet (purchasing country's flags) for Nanaimo Folk Festival Society (2007-2019)
- 3, help organizing and preparing annual Robbie Burns and Chinese New Year Celebration event; interpreting for any Chinese guest speakers (2007-2019)
- 4, occasionally interpreting for Chinese Church guest speaker's sermon (interpreting from English to Chinese)
- 5, volunteer as interpreter for Healthfest, Multicultural Health Fair (2008 & 2009)