

CV

HIGHLIGHTS OF QUALIFICATIONS

- Proficient in English, Mandarin and Cantonese with outstanding verbal, written, and editing skills
- Excellent translation and interpretation skills between English, Mandarin and Cantonese
- Over 10 years of professional copy editing, translation and localization experience
- Over 4 years of professional interpretation experience
- Over 10 years of professional VO experience for TV and radio
- Superb story-telling skills developed as a writer and reporter
- Superior research skills developed as a graduate with a Master's
- Superb time management skills to deal with fast-paced and multiple-task environments, developed as a TV producer, reporter and editor
- Excellent communication and interpersonal skills developed as a TV news reporter and anchor
- Solid experience working under deadlines and excellent flexibility and capacity under time pressure

EDUCATION

<i>Master of Arts, Media Production</i>	Oct. 2010
Ryerson University, Toronto, ON	
<i>Bachelor of Arts, Chinese Language and Literature</i>	Jul. 1994
Sun Yat-sen University, Guangzhou, China	

CERTIFICATES

CESP certificate	Jul. 2018
CILISAT certificate English/Mandarin	Oct. 2018
CILISAT certificate English/Cantonese	Apr. 2019
Certificate of the course of Connecting Legal Services to Interpretation	Mar. 2019
Certificate of completing Interpreter's medical knowledge & Terminology	Feb. 2019
Certificate of attendance for advanced court interpretation	Dec. 2020
Certificate of attendance for advanced note taking skills	Dec. 2020

LANGUAGE

Fluent in English, Mandarin and Cantonese (spoken and written)

TECHNICAL SKILLS

- Experience with Word, PowerPoint, Excel, Outlook, Adobe Creative Suite
- Knowledge of and experience with HTML/CSS and Wordpress
- Skills in Internet Marketing campaign including SEO
- Familiarity with various social media platforms and web tools.
- Abilities to shoot, record with HD camera; edit audio and video with Final Cut Pro, Adobe Premier Pro

PROFESSIONAL EXPERIENCE

Fairchild New Media

Jun.2021 - present

Editorial Supervisor

- Determine news rundown for the daily news show
- Assign reporter/writer to cover news stories and localize English news into Cantonese and Mandarin
- Supervise writer and reporter and approve their news stories to ensure daily news quality are met
- As a gatekeeper to ensure that all gathered news stories are accurate

MCIS Language Solutions

Interpreter (Mandarin & Cantonese)

Sep. 2019 - present

- Provide services to clients who have limited English proficiency assigned by MCIS as a freelancer

York Catholic District School Board

Interpreter (Mandarin & Cantonese)

Sep. 2017 - present

- Provide services to assist School Board staff in communicating with parent/guardians and students who have limited English proficiency as a freelancer

Catalyst Agents, Vancouver

Jan. 2017 - Dec.2020

Content writer & translator

- Writing promote contents and advertisements for web and social media like WeChat and Weibo; translating contents from English into Mandarin or Cantonese as a freelancer

Fairchild New Media

Nov. 2017- Dec.2019

News Editor

- Selected and localized 2-3 stories in western daily newspapers from English to Mandarin and Cantonese each day
- Assigned reporter/writer to cover news stories and localize English news into Cantonese and Mandarin
- As a gatekeeper to ensure that all gathered news stories are accurate

York Catholic District School Board

Sep. 2012 – Dec. 2018

International Language Instructor

- Once taught Cantonese Grade 7 student as a supply teacher and now teaching Mandarin Grade one students, offering them Chinese culture and language and arousing their interests on Chinese culture
- Assessing students in four areas of language including speaking, listening, reading and writing by exams and dictations.
- Managing the class of around 20 students, designing different focuses for different levels of students or split class when necessary

OMNI News: Mandarin Edition, OMNI TV, Toronto

Oct. 2011 - May 2015

News Coordinator, Reporter

- Translated extensive news contents such as politics, economy, finance, entertainment and sports from a variety of source including Reuters and CP
- Assisted the news producer and coordinated daily news assignments, contributed story ideas and assisted in developing program content
- Substituted the news producer when necessary, supervised on-air presentation from the control room and decided the lineup of daily live newscasts including breaking news, political, financial and sports news
- Coordinated studio interviews, including chasing and booking guests, developing background, introduction, and line of questioning, conducting research and ensuring the briefing of hosts
- Uploaded, delivered and promoted selected daily news content for social media
- Reported and developed various TV daily news stories as an on-air talent, as well as 5-7 minute stories for lifestyle weekend show

OMNI News: Mandarin Edition, OMNI TV Alberta

Jul. 2011 - Sep. 2011

Producer

- Managed the news team
- Produced half hour live daily news show
- Reviewed and approved the news program scripts and translated news stories from English to Chinese; determined the content of daily news and organized the lineup of daily newscasts including breaking news, political news and financial news
- Determined TV news topics; assigned reporters to cover daily news
- Supervised on-air presentation from the control room, accountable for all aspects of quality control including on-air delivery and ensuring that all broadcast standards were met

Chinese Media Network, Toronto

Feb. 2011 - Jun. 2011

Producer

- Produced news magazine “Toronto Weekly”, developed two five-minute documentaries each episode bi-weekly, focusing on a variety of stories about Toronto immigrant communities
- Coordinated daily live lifestyle-based program, working with talents, conducting research and deciding the daily topic, chasing guests and ensuring two featured guests for the program daily

SELECTED PROFESSIONAL AWARDS

- Aditya Jha Graduate Award, Ryerson University, 2010
- Ryerson Graduate Award, 2009
- Named as one of the top ten Outstanding Reporters of Guangzhou TV, 2004
- Third Prize, Guangdong Broadcasting & TV News Award 2004
- Second Prize, Guangdong News Award (TV News Category), 2003
- First Prize, Guangdong News Award, 1998
- First Prize, China Broadcasting & TV News Award (the top national prize in Broadcasting & TV), 1997
- Third Prize in National TV News Series competition, 1997