

Pui En Lee Celene

Translator And Interpreter

Translator and interpreter with experience in finance, investment, and copywriting. Graduating MA student in Translation and Interpreting at the University of Westminster. Delivers a high level of accuracy in English-Chinese-French translations; also fluent in Cantonese and Malay. Skilled in maintaining the meaning, flow, and characteristics of original words in written and spoken translations.

Contact

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Software

MS Office  Excellent

SDL Trados  Excellent

IFlytek voice converter  Good

Photoshop  Average

CAT translation software  Very Good

Work History

2022-02 -

2022-08

Translation & Copywriting

CADA Design, UK (Remote)

- Translated and copywrote articles related to interior and exterior design of restaurants, shops, retail, shopping centre
- Wrote advertising and PR texts
- Found information on potential clients and contacted with them
- Updated on recent company events and collaborations
- Typeset and published company-related content on WeChat official account

2021-08 -

2022-01

Research Assistant (Translator)

Capital Dynamics, Kuala Lumpur

- Translated weekly investment newsletter published by company (including economic fundamentals, stock selections, technical analysis and equity market opinions)
- Summarized and translated listing corporate announcement
- Collected information and translated trading picks
- Collated and translated company's annual report, assisted in organizing company's annual

Skills

Document review	 Excellent
Listening skills	 Excellent
Verbal and written communication	 Excellent
Organization and Time management	 Excellent
Planning and Coordination	 Excellent
Research	 Excellent

Languages

Chinese	 Excellent
English	 Excellent
Cantonese	 Excellent
French	 Very Good
Malay	 Very Good
Japanese	 Basic

- general meeting
- Translated company's investment portfolio, roadshow-related presentations, information related to new funds and investment seminars
- Assisted in promoting new funds, in organizing promotional roadshows and in organizing investment seminars
- Proofread and reviewed translated articles of other translators to spot and correct errors

2019-09 -
2019-12

Translator Intern

Besteasy, Beijing

- Watched and listened to Chinese video dialogue and developed translation into English and Malay to prepare subtitle scripts
- Proofread, edited and improved subtitles translated by other translators
- Translated journals and articles from Chinese to French and from English to Chinese
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.

Education

2022-09 -
Current

Master of Arts: Language Interpretation and Translation

University of Westminster - London, United Kingdom

- Majored in English-Chinese Translation and Interpreting
- Relevant Courses:** Legal Translation, Finance Translation, Advertising Translation, Tourism Translation, Artistic Translation, Simultaneous Interpreting, Consecutive Interpreting, Public Service Interpreting (Medical and Legal), SDL Trados, International Liaison

2017-09 -
2021-07

Bachelor of Arts: Language Interpretation and Translation

Beijing Language and Culture University - Beijing

- Majored in English-French-Chinese Translation and Interpreting
- **Relevant Courses:** Business Translation, Liaison Interpreting, Literary Translation, Computer-aided Translation, Consecutive Interpreting, Translating Culture, Advanced Writing, Basic Interpreting

Work Appendix

2023-07 -
2023-08
(Internship)

Tour Leader and Interpreter

China UK Gateway, London

- Answered questions, pointed out important features and offered further details about special exhibits or attractions to educate visitors.
- Provided information on various sites throughout area, relaying little-known stories to provide interest.
- Interpreted lessons for students attending summer school classes
- Accompanied guests in classes as well as on excursions, providing interpretation, when necessary, e.g., hotel stays, ordering food, shopping

2023-04 -
2023-04
(Internship)

Interpreter

United Nations, Geneva

- Dummy booth practice
- Interpreted speeches of the Human Rights Council (related to the safety of journalists reporting the facts)
- Interpreted International Law-related discussions
- Interpreted report and research seminars of the Resource Allocation Management

2022-01 -
2022-03
(Contract)

Marketing and Product Translator

Durst Group. Germany (Remote)

- Translated documentation about printer products and related information
- Translated company's news, events, itineraries and awards
- Dictated and translated introduction or interview videos
- Layout and publication of company's official website
- Collected and collated customer information and copywrote about their use of company's products