

Marco Cheuk-Long Yuen

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EDUCATION

The Chinese University of Hong Kong

Master of Arts in Translation (Expected)

Sept 2022 – August 2024

The Chinese University of Hong Kong

Bachelor of Science in Chemistry

Sept 2017 – August 2021

Minor: Spanish

WORKING EXPERIENCE

Diners Professional Translation Services Limited, IntLingo (Hong Kong) Limited

Project Coordinator, Customer Services and Project Management Team

September 2022 – February 2022

- Handle daily translation enquiries from clients
- Deepen the cooperation relationship between the company and clients
- Assign suitable translators and editors for translation jobs
- Proofread the translated text and its format to ensure its consistency and quality to be up to standard

Good Hope School

Teaching Assistant (Science)

August 2021 – August 2022

- Assist in administrative work in the Science KLA
- Assist with preparation of hand-outs, documents, and teaching materials
- Lead the tutorial classes of S.1 and S.2 Integrated Science

United College, CUHK

Assembly Student Helper (MC)

September 2017 – November 2019

- Introduce the topic and speaker of the assembly with at least 300 audiences
- Control the flow of the assembly with a partner and assist in maintaining the discipline throughout the assembly with a team of 15 student helpers

Chung Hwa Book Co. (HK) Limited

Book Fair Sales Assistant

July 2017 – July 2017

- Promoted books in the counter and outside the venue of talks both independently and with a team of 2 staffs
- Handled inquiries from the customers such as the discounts given, introduction of the book
- Audited the turnover of the day and report to the company

EXTRA-CURRICULAR ACTIVITIES

The Chinese University of Hong Kong Model United Nations Club

I.T. Secretary (Operation Branch)

September 2017 – August 2019

- Organized Model United Nations Conference for over 100 high school students
- Handled inquiries and applications from participants such as application status, assignment of delegation countries
- Designed activity booklets such as conference booklet, delegate guidebook, poster and also Facebook posts

CTgoodjobs Jumping Man 2018

Contestant (Top 10 Finalist)

December 2017 – March 2018

- Proposed a proposal as an entrepreneur in e-commerce in a team of 3 contestants
- Formulated a marketing proposal for a company to sell their products on the online shop
- Launched the marketing campaign to sell the products on online shop

CERTIFICATION

Instituto Cervantes

Diplomas de Español como Lengua Extranjera (DELE) Nivel A2

August 2023

Diplomas de Español como Lengua Extranjera (DELE) Nivel A1

August 2021

TECHNICAL AND LANGUAGE SKILLS

Technical Skills

MS Word, Excel, PowerPoint, Canva design

Word processing: Chinese – 27 words/minute; English – 40 words/minute

Language Skills

Native Cantonese, Intermediate Mandarin, Fluent English, Elementary Spanish

RATE

Translation: \$0.25/w (C<>E)

Editing/Localization: \$0.15/w (C<>E)

MTPE: Subject to quality of translation and level of post-editing required

Consecutive Interpretation: \$300/hr (CAN<>MAN<>EN), minimum charge of 2 hours

Simultaneous Interpretation: Subject to job nature and level of industry knowledge required