

WHY ME?

1. Attitude

Honest, Responsible, Accountable, Reliable

2. Flexible Personality and Enthusiasm Towards Translation

To me, translation is not only a career or a way to bring in extra dollars; it is more like *a piece of art*, an art that allows you to play with 2 types of languages to accurately convey the same thought, idea and concept.

When people play the strategy and war game to train their analytical mindset and others play crossword puzzles to enhance their vocabulary, I do translation work to train myself to be hardworking in studying the 2 languages in order to correctly use the accurate wording for the translation and at the same time enhance my knowledge in every aspect of life, from Business to entertainment industry & from tourism to nutrition knowledge;

Artists are enthusiastic towards their artwork, same here; I put my seriousness into each of my "artwork".

3. Diversified Culture and Enriched Personal Experience

Nobody can fully comprehend a type of language without knowing the culture and background behind it. Culture is the most important factor in translation as it determines the understanding, accuracy and consistence of idea in the translation.

For the past 20 over years, I, as a native Chinese born in northern China, have been migrating from northern China to southern China and then from southern China to further south of Asia, which is the beautiful and blessed land of Malaysia.

The migration has allowed me to adapt into many types of cultures, socialize with different walks of life and societies and this has greatly enriched my comprehension of the cultures, life styles, people's characters and their ways of expression in various places and different countries.

And that is the paramount factor that ensures the quality of my translation work.

4. Never-ending Learning and Improving

With more than 3 years of translation experience, I have gradually and will continuously enhance both languages and other knowledge in order to provide a satisfied piece of translation work in the eyes of my clients.

WHO AM I?

Name	Winnie Gong Xiao Guang
Sex	Female
Date of birth	3 rd June 1982
Location	P.J, Malaysia
H/P. No.	006-012-6908309 ,
E-mail/ MSN	kexin.gong@gmail.com (main) Winnie258990@gmail.com
Specific Translation Area	商业, 管理, 演讲稿, 电影字幕 Business Marketing, Management, Speech script, Movie subtitle
Education / Qualification	2001-2004 马来西亚万达国际学院 (英国丽亚大学) 商业管理二等上大学本科文凭 2002 被授予 Ashcroft 国际商业学校优秀学生奖 2001-2004 KBU International College, Malaysia (Anglia Polytechnic University) Bachelor of Arts With Honours Upper Second Class Major in Business Administration 2002 Was rewarded with Ashcroft International Business School Prize For Excellence.
工作经历 (由近到远)	2004- 兼职翻译, 翻译一间软件公司的公司背景, 产品资讯及软件手册等. 2005- 作为马来西亚一间多媒体公司的兼职翻译, 帮助翻译电影字幕. 2006 –担任吉隆坡一间外国医院主席的口译官(英译汉) 2004 至今 : 在马来西亚吉隆坡一间保健品公司担任市场行政管理助理 (工作范围也包括公司所有出版物, 文件的翻译.) 2004- Freelance translator to help an IT company in Malaysia to translate their company profile, product information, software manual etc. 2005- Freelance translator for a multimedia company to help in translating movie scripts. 2006 – interpreter of the CEO of one foreign hospital in KL (Eng – Chi) 2004- Now: freelance translator for an International Engineering company in Malaysia. (translated work includes staff handbook, SOP manual, speech script, contract, certificate etc) 2004 – now : work as the marketing administrator assistant in one of the food

	<p>supplement company in KL, Malaysia (tasks assigned including translation of the publications, all the documents etc)</p>
Translation experiences	<p><u>软件公司</u>: 公司背景,软件说明,产品介绍 <u>多媒体公司</u>: 电影字幕(大约 20 多部电影) <u>营养保健品公司</u>: 公司背景,负责公司网页的所有翻译,包括营养保健品产品介绍,健康资讯,网络营销事业,合同,商业活动材料,董事长们的演讲稿. <u>工程公司</u>: 员工手册, 工作程序手册,演讲稿,合同,证书等) <u>私人医院</u>: 曾担任吉隆坡一间外国医院主席的口译官(英译汉)</p> <p><u>IT company</u>: company profile, software manual, product information <u>Multimedia company</u>: movie subtitle (about 20 movies) <u>Food supplement company</u>: company profile, in charge of translating all the articles of the company website including all the food supplement product information, health information, MLM business, contract, marketing activities materials, directors' speech scripts. <u>Engineering company</u>: staff handbook, SOP manual, speech script, contract, certificate etc) <u>Private hospital</u>: interpreter of the CEO of one foreign hospital in KL (Eng – Chi)</p>
Translation Rate	<p>Malaysian Client RM 20 per page RM 0.03 per word</p>
	<p>Singaporean Client SGD 12 per page SGD 0.018 per word</p>

Please see the attachment 1 for **sample translation**.

Attachment 1: Sample Translation

为贯彻落实投资体制改革精神，进一步完善企业投资项目核准制，帮助和指导企业开展项目申请报告的编写工作，规范项目核准机关对企业投资项目的核准行为，根据《中华人民共和国行政许可法》、《国务院关于投资体制改革的决定》、《企业投资项目核准暂行办法》、《外商投资项目核准暂行管理办法》和《国际金融组织和外国政府贷款投资项目管理暂行办法》等规定，特编写项目申请报告通用文本，供有关方面借鉴和参考。

In order to implement the spirit of the investment system, further improve the examination and approval system for the enterprises' investment projects, help and guide enterprises to prepare the investment project application, and to standardize the examination and approval conducted by the examining and approval organizations, this Standard Document of Project Application Report is specially compiled according to the Administrative License Law of the People's Republic of China, Decision of the State Council on Reform of the Investment System, Provisional Measure on Review and Approval of Enterprise' Investment Project, Provisional Measure on Review and Approval of Foreign Investment Project and Provisional Measure on Loans from International Financial Institution and Foreign Government-invested Projects Administration etc. as a reference document for the relevant parties.

项目申请报告通用文本是对项目申请报告编写内容及深度的一般要求。企业在编写具体项目的申请报告时，可结合项目自身的实际情况，对通用文本中所要求的内容进行适当调整；如果拟建项目不涉及其中有关内容，可以在说明情况后不再进行详细论证。为了更好地适应不同行业的具体情况和要求，国家发展改革委将在通用本的基础上，逐步制定特定行业的项目申请报告文本。行业本将充分反映不同行业的特殊情况，并根据需要对通用本的内容进行适当增减。

The Standard Document of Project Application Report is the general description of the requirement on the content and depth of the project application report. Enterprises in the preparation of the detailed project application report shall make appropriate adjustments on the content requested in the Standard Document according to the actual situation of its project. If the proposed project is not related to the relevant contents, no detail explanation is required upon the detail feasibility studies. In order to achieve a better adaptation to the specific circumstances and requirements of different industries, the State Development and Reform Commission will be on the basis of this standard version, gradually develop an industry-specific version of Project application report. The Industry-specific version shall fully reflect the special circumstances of different industries, appropriate changes on the content of the standard version in accordance with the needs.

按照投资体制改革的要求，政府不再审批企业投资项目的可行性研究报告，项目的市场前景、经济效益、资金来源、产品技术方案等都由企业自主决策。尽管不需再报政府审批，但为了防止和减少投资失误、保证投资效益，企业在进行自主决策时，仍应编制可行性研究报告，对上述内容进行分析论证，作为投资决策的重要依据。因此，投资体制改革之后，可行性研究报告的主要功能是满足企业自主投资决策的需要，其内容和深度可由企业根据决策需要和项目情况相应确定。

In accordance with the requirements of the investment system, the government will no longer process the feasibility study report of the enterprise's investment project. Enterprise shall make their own decisions on the project's market prospect, economic benefits, sources of funds, technology programs and product technology plan. However, enterprise shall still compile feasibility study report to analyze and explain on the above content as an important proof for the investment decision. Hence, after the revolution of investment system, the main function of the feasibility report is to satisfy the needs of the enterprise's own investment decision-making, and its content and depth shall be determined by the enterprise according to the requirement of the decision-making and the condition of the project.