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EXPERIENCE	Since 1998
LANGUAGE PAIRS	English <> Chinese (Simplified & Traditional) English <> Malay Chinese <> Malay
MOTHER TONGUE	Chinese (Mandarin, Cantonese)
TRANSLATION JOBS DONE (1997-2018)	<p>Business: Proposal, Company's Profile, Business Plan, Correspondence. Direct Selling (Products Information & Marketing Plan), Minutes.</p> <p>Marketing: Marketing Plan, Proposal, Strategy Plan, Press Release, Speeches, Motivation Course Content, Testimony, Promotional Flyer/Leaflet, Questionnaire, Survey</p> <p>Legal: Joint Venture Agreement, Tenancy Contract, Insurance Policy, Company Rules and Regulations, Terms and Conditions</p> <p>Medical: Traditional Chinese Medical, general healthcare, medical issue discussion/forum/interview, questionnaire on disease and medical drugs, handbook, <i>gynaecologic endoscopy</i> *</p> <p>Education: Abacus, Mental Arithmetics (School Syllabus)</p> <p>Tourism: Promotional Brochures, Articles, Write-up</p> <p>Food & Beverages: Food Menu, <i>Recipes</i> *, Promotional Brochures, Articles, Write-up</p> <p>Others: Information Technology, Computer, Engineering (general), <i>Porcelain</i> *, Refugees Issues, Transcripts (TV Programme & Movie) User Manual, Installation Instruction (electrical appliances) Standard operating procedure/manual</p>

*** Work published:**

1. *Vegetarian 2000 Recipes. Published by Maymel Enterprise, Malaysia, 2000.*
2. *Straits Chinese Porcelain: A Celebration of Unique Malaysian Heritage Showcasing of Datin Seri Kee Ming-Yuet. Published by Cross Time Matrix Sdn Bhd, Malaysia, 2004*
3. *Endometriosis and Pelvic Pain by Dr. Susan Evans. 2010*

CAPACITY 1500 words per day, 5 days per week

SPOKEN LANGUAGES Mandarin
(Mandarin, Cantonese, Hakka, Fujian, Hainan)
English
Malay

SOFTWARE MS Office, Adobe Professional, Acobat Reader, Adobe Photoshop,
Windows Movie Maker, MS Power Point, MS Excel.

OTHER DISTINCTIONS 2002, BA (English), Universiti Putra Malaysia, Malaysia.
2004, MA, English for Specific Purposes, Universiti Putra Malaysia

PAYMENT MODE & RATE Payment mode: Paypal

Rate: i. Translation: USD0.08--0.10 per word
Hourly: USD 27.00
Minimum rate: USD 10.00
ii. Transcription: USD1.50 per Audio minute
Minimum rate: USD 10.00