**Emma Chang**

Address: 308-15 Fort York Blvd, Toronto ON M5V3Y4

Phone: 416-900-2092🞟e-mail:yhcemma@hotmail.com

Core competencies include:

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| * Customer Service
 | * Interpersonal Skills
 | * Team Development
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| * Multi-tasking Skills
 | * Communication Skills
 | * Sales
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**Working Experience**

**Full time**

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| --- | --- |
| ***Technical writer, AVerMedia Technologies (Taiwan)*** | 2013.1-2014.1 |
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| 🞟Create, translate and design verbal material for all product lines in both electronic and printed styles🞟Lead the writer team and distribute work, ensuring all publications are timely produced🞟Systematically instruct and guide new writer, raising 65% of efficiency 🞟Hold internal trainings and presentations periodically🞟Database maintaining  |
| ***Sales assistant, Sixxon Precision Machinery Co., LTD (Taiwan)*** | 2010.8-2011.8 |
| 🞟Systemized parts stock with re-designed method, reducing 40% time of the original stock tracking time🞟Monitor logistics base in Mexico 🞟Customer service |
| ***Housekeeper, Cedar Point Amusement Park (US)*** | 2009.7-2009.9 |
| 🞟Sterilizing, cleaning all facilities of the assigned guest rooms🞟Laundry room maintaining🞟Stocking, replace soap, towels and sheets |
| ***Babysitter, Angel Day Care Center (Taiwan)*** | 2008.7-2008-9 |
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**Part time**

**Teacher**

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| TOEIC Instructor | 2013.9-2014.1 |

**Interpreter**

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| Interpreter, Art Taipei Expo | 2011.8 |

**Translator**

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| MAKE Magazine Chinese Version  | 2014-current |
| Design related artwork theme (English to Chinese) | 2013.10 |
| Design related artwork theme (Chinese to English) | 2013.6 |
| Health and Medical journal (English to Chinese) | 2012.10 |
| Design related artwork theme (Chinese to English) | 2012.6 |
| Wood sculpture memorial exhibition journal (Chinese to English) | 2011.8 |

**Education**

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| 2010 | BA in Western Languages and Literature, University of Kaohsiung, Taiwan |
| 2013 | MA in Translation Studies, The University of Sheffield, UK |

**Language Competence**

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| Mandarin | Mother tongue |
| English | IELTS Overall 7.5 |