

Li-Ying Kuei

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Language pair : English/ Mandarin(Traditional Chinese : mother tongue)

PERSONAL STATEMENT

An international postgraduate & experienced interpreter/translator specialize in variety of genres including but not limited to transcreation and business communication, marketing, ads and tourism. With years of secretary and sales representative work experiences, I gain the insights into commercial/IT industries and once worked as an exhibition/conference/escort interpreter. Possess communications skills both verbal and written and customer service experiences seeking Translator /Interpreter position.

EDUCATION

2009 – 2010 University of Portsmouth (UK)
 MA Translation Studies

- 15,000 words dissertation of business translation was focused on promotional materials of hotels and B&B industries.
- 5000 words translation project of tour program brochure.
- Good knowledge of CAT tool (Déjà Vu).

Recent Translation & Interpreting Work Highlights

Sep 2010 ~ present Freelance Interpreter/ Translator

- Working with various agencies and companies worldwide.
- Translate different genres, specialize in variety of genres including but limited to- business communication, marketing, advertisement, promotional materials, tourism, travel, fashion, literature, culture-specific materials, IT, website content, subtitling, press release, business & email correspondence and general articles.

2016 Ch-En CI/Trade Meeting of Tainan Cosmetic Products

2011 ~ 2015 Ch-En CI/ Exhibition interpreter/Escort interpreter Netvox Technology Co., Ltd
Subtitling Projects

Feb 2014 ~ May 2014 Nick Vujicic: motivational series videos

May 2014 Nick Vujicic: bullying series videos

Translation Projects Work Highlights:

- Proofreading and Adaption from Simplified to Traditional Chinese for International Airline Project: Legal Notices and Disclaimer of Liability.
- Netvox Technology project: marketing and promotion of company's new products, business philosophy, wireless solution and services; marketing proposals; company presentation; user guide; etc.
- EJIA Group International project: marketing and promotion of company's tourism property

and solutions and services.

- Subtitling project: Nick Vujicic - motivational & bullying series campaign videos.
- City government local tourism promotion project: promotion of local shops and local specialty.
- International Fine Art Photography Exhibition project: for Chief of Cultural Affairs Bureau, a preface to the Exhibition.
- The Da Dun Fine Arts Exhibition project: marketing and promotion of artwork; introduction to concept of creation.
- City government local coffee industry promotion project: promotion of local shops and market.
- FIABCI World Congress project: Vice president's remarks at the event.
- Economic Development Bureau, City Government project: the counseling program for distinctive regional industries of a City Coffee.
- City Government project: Certificate of Appreciation
- City government Art and Photography Exhibition project: marketing and promotion of artistes and artworks.

Work Experience

May 2011 – March 2015

PM/ Overseas Sales Representative

Netvox Technology Co., Ltd (Taiwan)

- Act as an interpreter in the meeting when necessary.
- Establish and maintain current client and potential client relationships.
- Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
- Coordinate new product development projects to meet the highest satisfaction of the clients and management.

Mar 2008 – Dec 2008

Secretary to Assistant Manager

Long Cioa International Co., Ltd.

(Children & Baby Wear Manufacturer in Taiwan)

- Translate business papers and emails approximately 500 words/day, plus translating contracts, patent documents and design concepts.
- Review all functions and tasks with the Assistant Manager and advised of any discrepancies or problems encountered.
- Handle ad-hoc secretarial related assignments, take minute when necessary.
- Handle and coordinate multiple projects to meet tight deadlines.

Jan 2008 – Mar 2008

Secretary to Sales Manager

Niddle Technology Co.,Ltd, Taiwan

(Internet & Multimedia Integration Services)

- Translate technical materials approximately 700 words/day.
- Compose marketing letters to boost business development.

CUSTOMER SERVICE WORK EXPERIENCE

Apr 2006 – Dec 2007

Administrative Assistant & Customer Service

Next Corp.,Ltd, Taiwan (e-Commerce Platform)

- Deal with customer's complaints.
- Shift to different departments to supports all works in busy environment.

Jun 2004 – Jul 2005

Customer Service

Melaleuca of Asia Ltd.Co., Taiwan. (Direct sales)

- Deal with all level customer requests in a polite and professional manner.
- Ensure total customer satisfaction.

May 2000 – May 2004

Assistant to Lawyer

Teng-Yu Law Firm. (Taiwan)

- Organise and handle incoming and outgoing letter correspondences, packets, or parcels.
- Diary management for two lawyers.

TRAINING in ENGLISH & INTERPRETING (in Taiwan)

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| Sep 2011 -- | Jan 2012 | Consecutive Interpreting |
| Sep 2006 – | Feb 2007 | News reading |
| May 2005 – | Sep 2005 | Integrated course- including listening, writing, reading |
| May 2005 – | Jun 2005 | English News |
| Jul 2004 – | Aug 2007 | Reading comprehension & Translation |

References available on request.