**Wilson Pon**

8, Jalan Shahbandar 27/5,

Bandar Mahkota Cheras, 43200 Kajang,

Selangor D.E. Malaysia.
**T:**(6010) 2662987
**E:** wihb81@yahoo.com

**Experienced Translator**

**PERSONAL SUMMARY**

* A reliable and multi-skilled translator with a proven capability to translate written documents from a source language to a target language.
* A quick learner who can absorb and generate new ideas.
* A sociable person who can communicate clearly and effectively with people from all social and professional backgrounds.
* Seeking for a translator’s position in a successful and ambitious company that offers great opportunities for career development and progression.

**Education**

2001

A Level’s – 3 credits (General Studies – B, Biology – C, Chemistry – D)

MUET – Malaysia University English Test – Band 4 (183 points)

August 2002 – April 2004

Advanced Diploma/Degree in Computer Engineering (Average GPA: 3.79)

**Employment History**

**January 2005 – January 2008: Assistant Editor/Translator/Proofreader**

**United Publishing House**

**Seri Kembangan**, Selangor Darul Ehsan, Malaysia.

Responsibilities:

* Create and compile primary school exercise books
* Provide translation services for any documents, research or administration
* Edit and proofread the exercise books before publishing

**February 2008 – February 2010: Senior Editor/Translator/Proofreader**

**EPH Publishing (M) Company**

**Desa Tun Razak, Selangor Darul Ehsan, Malaysia.**

Responsibilities:

* Write and edit textbooks for local high schools
* Provide translation services for any documents, research or administration
* Edit and proofread the whole texts and send the final draft for publishing
* Supervise the junior editors’ draft works

**February 2008 – Present: Freelance Full Time Translator/Copywriter/Proofreader**

**Mainly working for some local offline interpretation and translation companies**

Responsibilities:

* Translate/copywrite and proofread all the English documents/letters into Simplified Chinese/Traditional Chinese/Cantonese/Malay.
* Reviewing and proofreading mother-tongue text.
* Revising Junior translators’ translations in appropriate manners.
* Conducting face-to-face interpreting.
* Telephone interpreting.

**Skills:**

* Language Translation
* Copywriting & Editing
* Proofreading & Editing
* Writing & Compiling
* Telephone Interpreting
* Language Quality Assessment
* Website Localization
* Post-editing
* Online Language Training/Teaching
* Project Management

**Language Pairs:**

* English - Chinese Simplified (Native/Mother tongue)
* English - Chinese Traditional (Native/Mother tongue)
* English - Malay (Compulsory national language)
* English - Cantonese (Fluent)

**Specialization:**

* Advertising/Public Relations
* Agriculture
* Business/Commerce
* Cinema/Film/TV/Drama
* Computers, Economics
* Education/Pedagogy
* Environment/Ecology
* Finance
* Forex
* Games/Video Games
* Geography
* Geology
* Hisory
* Internet
* Investment/Securities
* Legal
* Marketing
* Music
* Nutrition
* Printing/Publishing
* Psychology
* Real Estate
* Science
* Tourism/Travel

Software proficiency:

* Ace Translator
* Across
* Adobe Acrobat (PDF editing)
* Deja-Vu
* Lingoes
* Memoq
* Microsoft Powerpoint
* Microsoft Word
* Trados Studio 2009
* Wordfast
* WorldServer (Web and Desktop tools)

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