 Mary Leung Chan

Content Editor at Thomson Reuters, as well as freelance translator and conference interpreter. I have a great capacity to learn and adapt to work in multidisciplinary teams and to work under pressure and according to objectives to be achieved. I speak fluently Spanish, English and French.

**Citizenship:** Venezuelan

**Passport Number** 061355194

**Marriage Status:** Married

**Address:** Dos Mares, Avenida Ferrer Arias, Casa Amarilla antes del Pacific Hills, Apartamento 7. Panama City, Panama.

**Phone Number:** +507 60108928 / 507 3967284

**Education**

Degree in Modern Languages: Translation and Interpretation. Ranking n° 2.

**Thomson Reuters Panama**

**The Century Tower,**

**Panama City.**

Responsible for daily updates and maintenance of relevant material in the products' databases. Assists in the creation, preparation and delivery of assigned content and information for products in all publication media.

Edits and updates internal content in response to regulatory or legislative changes.

• Proficiently executes duties related to creating and/or acquisition of information such as analyzing, proofreading, editing and writing.

• Translates/summarizes financial services regulatory information originally in Spanish/Portuguese to English

• Proactively acquires source material from multiple websites (governmental and others), or receives a request from editorial to process a document.

**Grupo Cs Panamá / Financiera InverZone.**

**Albrook Commercial Park,**

**Ciudad de Panamá.**

**October 2014 – June 2015**

Project Leader for MasterCard COG Card Prepaid Credit Cards. Manager of the program for Panama, Venezuela and Argentina. Respond effectively and immediately clients special requests.

Translator in English – Spanish.

**Grupo Cs Panamá. Albrook Commercial Park, Ciudad de Panamá.**

**July 2014 – September 2014**

Project Leader, such as process monitoring PCI DSS Certification for payment gateways, building web page projects, and products such as Internet shopping system. Translator and Interpreter and communications that require support in English, French and Spanish.

**Universidad de Carabobo.**

Valencia, Venezuela.

Academic Period I-2010

Professor in the subjects of Practice of French Expression Linguistic Skills I and French I and II in the Education School, Mention French. I Prepared classess using provided materials and personal teaching materials.

**Alliance Française.**

Valencia, Venezuela.

March 2009 – May 2010.

French teacher for advanced and intermediate french courses.

**El Nacional Newspaper.**

Cortijo de Lourdes, Caracas. Venezuela.

May – October 2006

English – french – spanish translator and interpreter during the assembly of the rotary machine of the most important newspaper in Venezuela.

**Universidad Central de Venezuela.**

Literature School.

Caracas, Venezuela.

July 2008 – August 2009

Intern in english – spanish translation of academic papers.

**Universidad Central de Venezuela.**

Caracas, Venezuela.

Academic Period 2004 –2005

Teacher in the Subjetc of Language and Literature of the School of Modern Language, specifically in the subject of Lengua Española I.

**Ministry of Culture.**

Caracas, Venezuela.

April 2004 – August 2007

Organizer of International Events. Coordinator of logistics, such as accommodation, transportation and guest events of non-Spanish speaking countries.

**Ministry of Infrastructure.**

Caracas, Venezuela.

March 2002

Translator and interpreter of the Ninth Meeting of Ministers of Citizenship and Housing in Latin America and the Caribbean, held in the Caracas Hilton Hotel and organized by the Ministry of Infrastructure of Venezuela.

**Ministry of Foreign Affairs.**

Caracas. Venezuela.

April 2001

Translator English - Spanish - Chinese as part of the Body of Protocol in the visit of the President of the People's Republic of China, Jian Zheming to Caracas.

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| **Languages**  | **Professional Skills**  |
| Spanish: Native  | Microsof Office (Word, Excel, Power Point, Outlook, etc)  |
| English: Fluent  | HTML editing  |
| French: Fluent  | Communication, interpersonal and organizational  |
| Chinese (Cantonese): Native (oral)  | Proactive, with an excellent disposition to work in multidisciplinary teams.  |