Dear Sir/Madam,

I hope you have a nice working day

I am a full time translator who translates from English or Simplified Chinese to Traditional Chinese. I have 6 years' Experience on this field

I am a certified translator with more than two years' professional training in bilingual writing in HK Baptist University. I am well-versed in written Chinese and English. Having finished a postgraduate course of translation in HK polytechnic University, I am equipped with knowledge of translation skills and translation tool.

Before working as a technical writer in a manufacturing company, I have worked as a translator who is responsible for translating the manuals of ULDs (Container) from English to Chinese. I am responsible for translating feature article and press release from Chinese to English and viceversa when I am a reporter for an IT magazine.

I should be glad if you would consider me as an applicant.

My C.V attached

Yours faithfully,

Janet

**Li Hoi Yan, Janet**

Chinese

04-May-1972

(+852) 98446270

[Janheatlh54@yahoo.com](mailto:Janheatlh54@yahoo.com), Janetliwriting@gmail.com

1821, Lai Man House, Oi Man Estate, Kowloon, Hong Kong

# EDUCATION AND QUALIFICATIONS

1. (2004) Postgraduate Diploma in Translating and Interpreting.
2. (1996) BA (Hons) Humanities. Final Project in writing a fiction.

# COMPLEMENTARY TRAINING AND SKILLS

COMPUTER STUDIES: WORD, EXCEL, ACCESS, POWERPOINT, HTML, INDESIGN, HARDWARE.

# LANGUAGES

* CHINESE: Native tongue.

1. ENGLISH: Advanced Level, (oral and written).
2. TRANSLATION JOBS. Several clients and areas.

# WORK EXPERIENCE

* (July 14-Now.5 months) Motaword
* *Freelance Translator*
* (April 10-Now 3 year 11 months) Transila
* *Freelance Translator*
* (July 09- Now; 6 years 8 months) TranslateMedia.
* *Freelance Translator*
* (Jun 07-Mar 09; 1 years 9 months) LaCrosse Technology Asia Ltd.
* *Technical Writer.*
* (Sept. 05-May 07; 1 year 8 months). Nikkie Business Publication (Asia) Ltd.

(Electronics Asia).

* *Editorial Assistant.*
* (Nov. 02-July 05 2 years and 8 months). Ground Support Engineering Co. Ltd..
* *Translation Clerk.*
* (July 97-May 98; 11 months). Hong Kong Economic Times (IT Times)
* *Editor.*
* (Sept. 96-Jun 97) 10 month. Corp-Vision Publishing Co. Ltd. (IT Magazine)
* *Journalist*

# OTHER INFORMATION

1. Interested in arts and culture.
2. Interested in knowing the economy and culture of other country and own country.
3. Willing to travel.
4. Immediate availability for work.