

Sharon Chin Ein Yee

Personal Assistant . Translator

Nationality: Malaysian
D.O.B: 27/1/1982
Address: 20, Jln Durian 4,
Tmn Cheras, 56100,
Kuala Lumpur, West Malaysia

Sex: Female
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Working Experience

- Translator (Independent Contractor)** Wuhan Yimantianxia Technology Co. Ltd.
Nov 2020 - Present
*Subtitle translation of language pairs Eng-Man
*Using A1 software YiShiJie for listening, timeline editing, translation & proofreading
*Projects involved were interviews, YouTube lessons/movies etc.
*Experience in CAT softwares like SDL Trados 2019
- Translator & interpreter (Volunteer)** *Brahma Kumaris World Spiritual University*
2006 - Present
*Simultaneous interpretation at international forums, talks, workshops, classes in Malaysia, India, China, Taiwan, Singapore etc.
*Literary translation for self-development books, e-learning articles, calendars
*Voice recording & translation for meditation commentaries, class recordings
*Proofreading & editing works
*Marketing translation for program posters, flyers, banners, buntings etc.
*Programs & activities co-ordinator & facilitator
*Host, moderator, speaker for ZOOM online classes & events
- Personal Assistant** *CT Shong Consulting Engineer*
2010 - Present
* Interpret sketches into detail drawings, to perform drafting on earthwork, road & drainage, water supply layout plans, details and sections drawings of scheme/projects
* Assist in report preparation, writing and reply to email/letter correspondence
* Travel for site visit with engineer and perform site measurements, marking, record and analysis.
* Assist in meeting with clients and have discussions related to project brief and design implementation.
* Coordinate project planning, design, and construction matters with other professionals
* Liaise with local authority and do submission drawings for approval
- Project Sales & Design Manager** *True North Furniture Sdn. Bhd.*
3/2018 – 7/2020
* Identify, develop & maintain customer relationships with interior designers / architects / contractors
* Meeting clients for products & materials presentation
* Source and propose suitable furniture that fits into clients allocated budget, required quality and Standards
*Prepare & present proposals + quotations to client, convince them and close deals
*Leads negotiation, coordinates complex decision-making process, overcomes difficulties to retain potential business opportunities

- *Facilitating all communications, order processing, transactions, installation and visit project site to ensure smooth coordination of delivery
- *Formulating, developing and implementing yearly business strategies
- *Carry out market research to identify the latest trends, colour, materials and local customer's buying behavioral
- *Design, write and create marketing materials like e-posters, brochures, leaflets, etc. in social media platforms like INSTAGRAM, FB, Website emails etc. to promote and create product awareness
- *Managing budgets & resources for media & marketing activities
- *Building relationships, manage and frequent interactions with in-house suppliers
- *Travel to other provinces for new business development, maintaining existing clients and discussion of potential projects
- *Travel abroad for sourcing of new in-house suppliers, new products, attending design seminars and building relationships with existing in-house suppliers
- *Travel to in-house factories abroad for quality control inspection, learning & understanding of new technologies or materials



Education Background

University University of UCSI (Known as University College of Sedaya International)
 Qualification B.Sc. (Hons) in Architectural Technology

High School Kuen Cheng Girls' High School
 Qualification Malaysia Unified Examination Certificate (UEC – 4A, 5B), (SPM- 4A, 6B)



Skills & Capability

- *Bilingual (Mandarin - English)
- * Good planning, management and negotiation skills
- * Good leadership, coordination, organizational skills
- * Quick in learning new things
- * Communication & interpersonal skills
- * Innovative
- * Patience



Language Proficiency

	Writing	Speaking
English	●●●●●○	●●●●●○
Mandarin	●●●●●○	●●●●●○
Cantonese		●●●●○
Hakka		●●●○



Computer Skills

Microsoft WORD	●●●●●○	Photoshop CS6	●●●●●○
Microsoft EXCEL	●●●●●○	AutoCad	●●●●●○
Microsoft PowerPoint	●●●●●○	Sketch up	●●●●○
PCON	●●●●●○	Lumion	●●●●○
Digital Marketing	●●●●●○	YiShiJie A1	●●●●●○
SDL Trados 2019	●●●●●○		



陈颖熠

私人助理。翻译员

国籍: 马来西亚 性别: 女
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地址: 20, Jln Durian 4, Tmn Cheras, 56100, 手机号码: 6017-602758
Kuala Lumpur, West Malaysia



个人工作经历

翻译员（兼职）

武汉译满天下科技有限公司

11/2020
- 目前

- 字幕翻译（英中）
- 使用 A1 译视界软件进行听译+打轴+翻译+检查+术语工作
- 参与过的项目：真人访谈秀、YouTube 访谈/视频等等
- 使用 SDL Trados Studio 2019 进行翻译+校对工作

马来西亚首席翻译员+同声传译员（公益服务）

Brahma Kumaris 世界心灵大学

2006 -
目前

- 马来西亚、印度、中国、台湾、新加坡等地国际论坛、讲座、研讨会、工作坊和课堂的英中同传口译员
- 励志/自我进展书籍、电子读物、月历、卡片、课程、工作坊素材等等的文学翻译员
- 线上课程录音和冥想引导词翻译
- 校对和编辑工作
- 项目海报、传单、横幅、彩旗等的宣传翻译。
- 项目和活动的协调人和主持人
- ZOOM 在线课程和活动的主持人、主持人、演讲者

工程师私人助理

CT Shong 咨询工程师

2010 -
目前

- 协助工程师将草图发展成合理的方案图纸
- 协助准备项目有关报告和负责电邮/书信回应
- 陪同工程师勘察施工地址/对建筑施工进行监督检查、测量、标记、记录以及分析
- 协助工程师与客户的会议和参与讨论项目摘要以及设计实施相关议题
- 参与工程师与建筑师、承包商以及其余专家的会议，并且负责记录会议内容
- 负责整理项目文件与蓝图呈交于地政府审批部门，并且协调项目上的沟通与讨论

项目销售与设计经理

True North Furniture Sdn. Bhd.

3/2018 -
7/2020

- 识别、发展和维护与室内设计师/建筑师与承包商的客户关系
- 与客户会面，介绍产品和材料
- 根据客户分配的预算、所需质量和标准提供合适的家具
- 准备并提交建议书和报价给客户，说服他们并达成交易
- 带领谈判，协调复杂的决策过程，克服困难并尝试留住潜质生意或者客户
- 协调所有沟通、订单处理、交易、安装和亲临项目现场以确保货物顺利运送
- 制订、发展和实施每年的业务策略

- 进行市场调查，以确认产品的最新趋势、颜色、材料和本地客户的购买行为
- 设计、撰写和制作营销材料，如电子海报、小册子、传单等以及在社交媒体平台如 Instagram、FB、网站电子邮件等促进和创造产品意识
- 管理媒体和营销活动的预算和资源
- 与内部供应商建立关系、管理和互动
- 前往其他省份发展新业务，维持现有客户及讨论潜质项目
- 前往外地寻找新的内部供应商、新产品、出席设计研讨会，并且与现有的内部供应商维持良好关系
- 前往外地工厂进行品质检验、学习及了解新技术或新材料



教育背景

毕业院校 University of UCSI (Known as University College of Sedaya International)
 最高学历 B.Sc. (Hons) in Architectural Technology 建筑设计与科技学士学位
 所学专业 建筑设计

毕业中学 Kuen Cheng Girls' High School 坤称女子独立中学
 最高学历 Malaysia Unified Examination Certificate (UEC)
 马来西亚华文独立中学统一考试 (4A, 5B)
 Sijil Pelajaran Malaysia (SPM) 马来西亚教育文凭 (4A, 6B)



专长与能力

- 外语听、写、讲能力强
- 良好的人际沟通与交往能力
- 领导、协调、组织和分析能力强
- 创新
- 善于筹划、管理和协商事宜
- 独立自主兼合作配合度高
- 掌握新事物和吸收能力强
- 有耐心



语言能力

书写能力

英语 ●●●●●○
 华语 ●●●●●○
 粤语
 客家方言

口语能力

●●●●●○
 ●●●●●○
 ●●●●○○
 ●●●○○○



电脑技术特长

Microsoft WORD ●●●●●○
 Microsoft EXCEL ●●●●●○
 Microsoft PowerPoint ●●●●●○
 PCON ●●●●●○
 Digital Marketing ●●●●●○
 SDL Trados 2019 ●●●●●○

Photoshop CS6 ●●●●●○
 AutoCAD ●●●●●○
 Sketchup ●●●●●○
 Lumion ●●●●●○
 译视界 A1 ●●●●●○