

PHANG SUH LENG

Certified Translator

GTI membership no.: 32271



A lifetime member of the Malaysian Translators Association (MTA) and Global Translation Institute (GTI)

LANGUAGES

English	●●●●
Mandarin	●●●●
Malay	●●●●○
Cantonese	●●●●

SKILLS

Translation	●●●●
Interpreting	●●●●○
Proofreading	●●●●
Critical Thinking	●●●●
Problem Solving	●●●●
Public Speaking	●●●●
Research	●●●●
Decision Making	●●●●○
Microsoft Word	●●●●
Microsoft Excel	●●●●

INTERESTS

- Drawing
- Jogging
- Reading
- Hiking
- Watching movies
- Attending courses and workshops

ATTENDED COURSES & WORKSHOPS

► Udemy

- Proofreading Business Writing
- Master the Comma
- Translation Editing

► FutureLearn

- Interpreting for Refugees
- Working with Translation
- Academic Writing in English

► National Geographic Education

- Classroom Materials

► Scholastic Teachers

- Orientation Training

► Domestika

- Copywriting for Social Media
- Business Strategy for Creatives
- Creating an Illustrated Brand

I'm a detail-oriented and multilingual certified translator with over ten years of work experience in education, linguistic, and translation fields. I prioritise a high level of precision in every translation task I undertake and aim to leverage my passion and skills in connecting people from different countries and cultures.

☎ 011-2894-8866

✉ suhleng@gmail.com

🌐 <https://www.linkedin.com/in/phang-suh-leng-3b3475185/>

► WORK EXPERIENCE

Certified Translator/Administrative Executive

Dec 2019 - Present

China Communications Construction (ECRL) Sdn. Bhd., Maran, Malaysia

- translate, proofread, and edit contract contents, emails, official letters, and speeches for important events
- interpret consecutively in meetings and conferences
- represent the company in campaigns, ceremonies, and competitions
- research and compile helpful information, including terminology in the involved contracts
- liaise with relevant department managers to ensure the awareness of contract updates and translation expectations
- arrange entry/return of employees (Chinese nationals)
- prepare payment certificates and monthly analyses of foreign labour cost, house and vehicle rental
- emphasise cultural sensitivity

Freelance Certified Translator

Chambers Translation Pte. Ltd., Singapore

May 2023 - Present

Lyric Labs Sdn. Bhd., Kuala Lumpur, Malaysia

May 2023 - Present

- translate, proofread, and edit certificates

Freelance Certified Translator

Nov 2019 - Nov 2020

B-Lingo Communications Sdn. Bhd., Kuala Lumpur, Malaysia

- translated, proofread, and edited general documents

Freelance Certified Translator/Graphic Designer

Mar 2019 - Jul 2019

Dynaton Holdings Sdn. Bhd., Temerloh, Malaysia

- translated marketing details; proofread contents in English, Mandarin, and Malay
- designed banners, brochures, and advertisements

Certified EFL Teacher

Hi-Q Preschool, Temerloh, Malaysia

Nov 2018 - Nov 2019

Maplewood Academy, Puchong, Malaysia

Apr 2015 - Jun 2018

Kids Academy, Puchong, Malaysia

Feb 2014 - Mar 2015

Lincoln American School, Taipei, Taiwan

Jan 2012 - Dec 2013

► EDUCATION & QUALIFICATIONS

Certificate of Completion in Malay<>English General Translation

May 2021 - Jul 2021

(grade: Good)

Institut Terjemahan & Buku Malaysia (The Malaysian Institute of Translation & Books)

Certificate of Certified Chinese<>English Translator

May 2019 - Jul 2019

(score: 87.5%)

Global Translation Institute

Certificate of Professional Teaching English as a Foreign Language

Mar 2019 - Apr 2019

(score: 94%)

MyTEFL

Diploma in Interactive Multimedia Design

Jan 2004 - Dec 2006

(won Young Achiever's Award)

LimKokWing University of Creative Technology

Sijil Pelajaran Malaysia

2003

Sekolah Menengah Kebangsaan Temerloh (Temerloh National Secondary School)