

FAN TSAM UE (范沁榆)

Curriculum Vitae 履歷

PERSONAL DATA 個人資料

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EDUCATION 教育程度

2014 – 2017

Hong Kong Polytechnic University

香港理工大學

MA in Translating and Interpreting

翻譯與傳譯文學碩士學位課程

2005 – 2008

The Chinese University of Hong Kong

香港中文大學

Bachelor of Arts with honors, second class upper division

二級甲等榮譽學士

Major: Cultural Studies

主修：文化研究

1998 – 2005

Buddhist Tai Hung College

佛教大雄中學

Form 7 graduate

中七畢業

HKALE Chinese Literature (A) Chinese Language and Culture (A)

高級程度會考 Use of English (B) Chinese History (C) Geography (D)

(2005) 中國語文及文化(A) 中國文學(A) 英語運用(B)

中國歷史(C) 地理(D)

HKCEE Chinese Language (A) English Language (C) Economics (A)

會考 Buddhist Studies (A) Art (A) Chinese Literature (B)

(2003) Chinese History (B) Principles of Accounts (B) Mathematics (B)

Geography (C)

中國語文(A) 英國語文(C) 經濟(A) 佛學(A) 美術(A)

中國文學(B) 中國歷史(B) 會計(B) 數學(B) 地理(C)

WORKING EXPERIENCE 工作經驗

Translation-related Experience:

2021/03-Present

Freelance Translator, INTLINGO Inc

- Provide translation, editing and copywriting services to different clients
- Fields: Legal, Finance, Marketing, Education
- ❖ 為不同客戶提供翻譯及謄稿服務
- ❖ 領域：法律、財經、市場推廣、教育

2021/01-Present

Freelance Translator, Clearly Local

- Provide translation, editing and copywriting services to different clients
- Fields: IT, Marketing
- ❖ 為不同客戶提供翻譯及謄稿服務
- ❖ 領域：IT、市場推廣

2018/10-Present

Co-founder, thin air language consultancy company

Clients included: M Plus Museum Limited, Art Together, Academy of Visual Arts (Hong Kong Baptist University), Film Culture Centre, Arts with the Disabled Association Hong Kong

主要客戶包括：M Plus Museum Limited、藝術到家、香港浸會大學視覺藝術學院、Film Culture Centre、香港展能藝術會

2018/06-Present

Freelance Translator, ASAP Translation

- Provide translation, editing and copywriting services to different clients
- Fields: Finance, Marketing, General, IT
- ❖ 為不同客戶提供翻譯及謄稿服務
- ❖ 領域：財經、市場推廣、一般內容、IT

2016/01-Present

Freelance Translator, CCJK

- Provide translation, editing and copywriting services to different clients
- Fields: Finance, Marketing, General, IT
- ❖ 為不同客戶提供翻譯及謄稿服務
- ❖ 領域：財經、市場推廣、一般內容、IT

2016/01-Present

Freelance Translator, CSOFT International Ltd.

- Provide translation, editing and copywriting services to different clients
- Fields: Finance, Marketing, General, IT
- ❖ 為不同客戶提供翻譯及謄稿服務
- ❖ 領域：財經、市場推廣、一般內容、IT

2010/01 - Present

Member & Translator (Freelance), v-artist Company Limited

成員及翻譯(特約)，影行者有限公司

- Transcribe and translate video content for different publications and online videos
- ❖ 負責出版物與網上短片的謄稿及翻譯工作

2008/06 – 2009/12

Executive, v-artist Company Limited (an art organisation supported by Hong Kong Art Development Council)

行政人員，影行者有限公司（由藝術發展局資助的藝術團體）

- Provide daily administrative support, which includes the issue of the weekly electronic newsletter, inquiries management, media archive maintenance, bookkeeping, meeting arrangement and minutes taking.
- Manage production projects and activities regarding the organisation, including partner contact and promotional work.
- Prepare annual Proposals and Reports for the Council, arranging the assessors for the programs.
- Co-operate with the person-in-charge of different units to ensure the deadlines of all activities are met.
- Assist in workshops and programs
- Transcribe and translate interviews and video contents
- Organize the distribution of company products
- ❖ 提供日常行政支援如編輯電子雙週刊、處理各項查詢、管理多媒體資料庫、日常開支紀錄、會議安排及紀錄
- ❖ 管理團體的各項計劃，如聯絡及設計
- ❖ 準備資助申請的計劃書及相關報告，安排藝評人觀看相關活動
- ❖ 與各項計劃的負責人聯絡及協調，以確保活動順利舉行
- ❖ 謄稿及翻譯工作
- ❖ 協助藝團內產品的發行工作

03/2007

Writer

主筆/製作

- **Work:** 《情長同志——香港男同志口述歷史故事》
- ❖ **作品:** 《情長同志——香港男同志口述歷史故事》

Other Experience:

2021/11 – 2024/01

Senior Research Assistant (Project Executive), Visualization Research Centre, HKBU

- Maintain good operation of the VRC
- Co-ordinate projects and activities
- Provide secretarial support to the director
- Prepare proposals and reports
- ❖ 保持 VRC 的運作順暢
- ❖ 統籌各個項目和活動
- ❖ 為中心總監提供秘書支援服務
- ❖ 準備建議書和報告

2019/01 - 2019/09

Research Assistant, Ms Ki Wong Suk Ki

- Conduct research for M+ Learning Team, duties included:
 - Provide administrative support for the research
 - Study related art education theories
 - Coordinate interviews with the targeted art organisations
 - Arrange meetings with different related parties
 - Prepare transcriptions and other documentation
 - Arrange the final report
- ❖ 為 M+學習進行一項研究計劃，工作包括：
 - ❖ 為研究計劃提供行政支援
 - ❖ 研習相關的藝術教育理論
 - ❖ 統籌與各受訪藝術團體的訪問
 - ❖ 安排與各機構的會議
 - ❖ 準備謄稿及其他文件
 - ❖ 整理最終研究報告

2013/09-2018/09

Executive Officer, kaitak, the Centre for Research and Development, The Academy of Arts, HKBU

- Provide support for office management and assigned departmental duties, including personnel matters, bookkeeping and budget management, inquiries management, etc.
- Coordinate different projects and provide logistic arrangement to various events, which are mainly exhibitions, seminars and talks
- Conduct research on the history of the kaitak campus of HKBU (The former Royal Air Force (RAF) Officers' Mess, a Grade I historical building) to design a guided tour for the public
- Prepare agendas and papers, minutes of meetings
- Assist in proposal and report preparation
- ❖ 行政工作，工作範疇包括中心財務管理、招聘事宜、管理查詢

- ❖ 項目統籌及不同活動的物流安排，而相關活動主要為展覽、研討會及講座
- ❖ 研究有關啟德校園（前皇家空軍基地）以設計以公眾為對象的導賞團
- ❖ 準備會議議程及紀錄
- ❖ 協助準備遞交資助者的計劃及報告

2012/11-2013/09

Project Co-ordinator, Li & Fung Institute of Supply Chain Management & Logistics, CUHK

- Provide administrative support to the institute, which includes inquiries management, daily bookkeeping, etc.
- Coordinate different projects and activities regarding the institute, including budget management, partner contact, logistic arrangement and promotional work.
- ❖ 提供行政支援，工作範疇包括不同的查詢、物流安排、日常收支記錄等
- ❖ 統籌機構舉辦的各活動及項目

2012/09 - 2012/11

Research Assistant, Department of Educational Psychology, CUHK

- Provide administrative support to the project, which includes enquiries management, logistic arrangement for different functions, daily bookkeeping, meeting arrangement and minutes taking
- Coordinate a teacher training course
- Co-operate with the partner schools to arrange class observations and tests
- Assist in workshops and programs
- Provide research support to the Professor, including data entry and preliminary analysis
- ❖ 提供行政支援，工作範疇包括不同的查詢、物流安排、日常收支記錄、會議安排及紀錄
- ❖ 與各伙伴學校協商以安排觀課及測試
- ❖ 統籌一個教師培訓課程
- ❖ 在各計劃及工作坊中提供協助
- ❖ 提供研究上的支援，包括數據輸入及簡單的分析工作

2010/10 – 2012/09

Junior Research Assistant, Department of Educational Psychology, CUHK

- Provide administrative support to the project, which includes enquiries management, logistic arrangement for different functions, daily bookkeeping, meeting arrangement and minutes taking
- Co-operate with the partner schools to arrange class observations and tests
- Assist in workshops and programs
- Provide research support to the Professor, including data entry and preliminary analysis
- ❖ 提供行政支援，工作範疇包括不同的查詢、物流安排、日常收支記錄、會議安排及紀錄
- ❖ 與各伙伴學校協商以安排觀課及測試

- ❖ 統籌一個教師培訓課程
- ❖ 在各計劃及工作坊中提供協助
- ❖ 提供研究上的支援，包括數據輸入及簡單的分析工作

06 – 08/2007

Project Assistant, v-artist Company Limited (Summer internship)

計劃助理，影行者有限公司

- Assist in projects carried out by the organisation
- Assist in scriptwriting, filming and editing
- ❖ 協助藝團的計劃
- ❖ 為電影進行拍攝、剪輯及撰寫劇本

LANGUAGE
語言

Cantonese (mother tongue), English (7.5 Scores in IELTS), Putonghua (intermediate)

Japanese (Japanese Language Proficiency Test – Level 1 achieved)

廣東話（母語）、英語（IELTS 取得 7.5 分）、普通話（中等）、日語（日本語能力試一級）

COMPUTER
SKILLS
電腦技巧

Proficiency in Microsoft Word, Excel, PowerPoint, Photoshop, Adobe Premiere Pro, Chinese, English and Japanese word processing

Microsoft Word, Excel, PowerPoint, Photoshop, Adobe Premiere Pro