

## EDUCATION

**Cornell Law School**, Ithaca, NY, U.S.

LL.M., May 2018, Concentration in Business Law and Commercial Transactions

**National Chung Hsing University**, Taichung, Taiwan

University degree in Financial and Economic Law, June 2006

## TRANSLATION EXPERIENCE

**Freelance Translator, Taipei, Taiwan**

**Apr. 2019-present**

-Translation from English to Chinese and vice versa

-Utilized the translation management tools (Studio Trados, Memsource, etc.) to improve work efficiency, and performed the QA tools (eg.Xbench) to refine the quality of translation.

- Cooperated with famous translation companies including Successglo, Linguitronics, WritePath, Ours and etc.

- Translated documents as follows:

### 1. Corporate Documents

- Annual reports
- Financial reports (Consolidated Financial Statements, Parent Company Only Financial Statements)
- Meeting handbooks
- Meeting minutes
- Corporate Social Responsibility Reports/ESG Reports
- Articles of Incorporation, etc.

### 2. Banking and Financial Organizations

- Credit agreements
- Credit Card Automatic Payment Authorization Letters
- Roadside Parking Fees Payment Authorization by Credit Card Agreements
- Utility Bill Payment Authorization by Credit Card Agreements
- Statements and Appeals of Cardholders
- Letters of Intent for International Arbitration
- Overpayment Refund Agreed By All Heirs "Consent Letters"
- Account Adjustment Statements
- All types of Bank internal Principles and Guidelines
- Relevant certificates and consent letters, etc.

### 3. General Regulations from Other Organizations

- Guidelines for Covid-19 Credit Guarantee Program
- Guidelines for Credit Guarantee of New Southward Project Financing, etc.
- Teaching Evaluation Form for Full-Time Faculty Members

### 4. Government Bidding Documents

Overseas Discretionary Investment of Labor Pension Fund and National Pension Insurance Fund (Request for Service Proposal for Global Multi-Asset), including : Mandate, Data Collection Tables (Business, Investment Professionals, Investment Process, Service, Monthly Performance & Portfolio Breakdown)

### 5. Exhibition Manual & Pre-exhibition Regulations

- Exhibitor's Affidavit and Declaration of Non-infringement
- Participation Agreement (Registration Form)
- Information Sheet for Exhibitors
- Utility Application Form
- Contractor Before Construction Standard Operating Code
- Standard Booth Exhibitor – Basic Facilities Confirmation Form
- Decoration Waste Removal Confirmation Form
- Letter of Commitment for Construction Safety and Health
- Exhibition Notes
- Entry/Exit Regulations
- Rules for Utility Application
- Important Notices During Exhibition, etc.

### 6. Other financial field

- Monthly Commentary for Equity Markets
- Fintech Posters
- Lighting Fixture Marketing Document

## 7. IT/Software/Hardware

- Regulations on Information Security (including management of API, Servers, Technical vulnerability, Patch methods and etc.)
- Hardware Purchase Agreement
- Software Maintenance Agreement, and etc.

## 8. Other Legal Documents

- Joint Venture Proposal for Floating Wind Farm
- Construction Agreement
- Privacy Notice
- Distributorship Agreement
- Non-Disclosure Agreement
- Service Agreement
- Court Complaints (Statement of Claim, Statement of Defense, Reply) and judgements, etc.

## 9. Certificates

- Certificate of Qualification
- Certificate of Completion

## 10. General Documents

- Online Reservation templates
- Member information collection templates
- Video Conversations from Taiwan International Trade Institute
- Business emails, etc.

## OTHER EXPERIENCE

**Cathy Bank Co., Ltd.,** Taipei, Taiwan

May 24,2021-Feb, 2022

Legal Assistant Manager

**Chailease Finance Co., Ltd.,** Taipei, Taiwan

Mar 3,2020-Mar. 31,2021

Legal Assistant Manager

**Lien & Lin Law Firm.** Taipei, Taiwan

Apr. 29 -Nov. 11, 2019

Attorney

**Earth Law Center,** NY,U.S.

Nov. 15,2018-Apr. 2019

Earth Law Associate

**Law Firm of Yinghui He,P.C.** NY,U.S.

Aug. 29-Nov. 1, 2018

Law clerk, .

**Legal Services of Greater Miami,Inc.,** FL, U.S.

Apr.2-Apr.6,2018

Law clerk.

**Land Bank of Taiwan,** Taipei, Taiwan

Jul. 2011-Jul.2017

Legal Staff, Department of Legal Affairs and Compliance,

Mar. 2008 - Jun.2011

Legal Staff, Department of Property Management,

**ING Life Insurance Co., Ltd,** Taipei, Taiwan

Oct. 2007-Feb.2008

Insurance Actuary

## LICENSES, LANGUAGES & INTERESTS

Licenses: Attorney license from Taiwan and New York State of America

Languages: Chinese (Native), English (Fluent)

Interests: Volunteering activities (Volunteer English Teacher, Bangladesh,Taichung YMCA Jan. 2016), participating clubs for delivering speeches (Member, Sunrise Toastmasters Club of Taiwan 2016).