

## **Willy Lim**

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### **Summary Statement**

Dedicated English-Mandarin Chinese translator with 6 years of experience working in professional and academic communities. Exceptionally accurate translation skills, coupled with rigorous document vetting procedures, ensuring the delivery of precise and error-free translations every time. Diverse translation work including proprietary social science materials and large-scale executive organization documents for US and Singapore country.

### **Core Qualifications**

- Foreign language software
- Terminology consistency
- MS Office, Ace Translator and HTML
- Cultural expertise
- Document review and proofreading
- Document translation
- Organization
- Attention to detail
- Self-Management & Self-Motivation
- Copywriting & Copyediting

### **Education**

June 2018

Nanyang Technological University - NTU Singapore

Bachelor of Arts (Hons) in Chinese

Mandarin

### **Certifications and Licenses**

Certified Translation Professional (CTP) – (2021)

### **Languages**

- English: Native or Bilingual
- Chinese (Mandarin): Native or Bilingual
- Malay: Conversational

## **Work Experience**

Aug 2021 – Current  
WHIZWORDZ – Singapore

### **Senior Translator**

- Translate an average of 30 written documents per week between English and Mandarin Chinese, on business, marketing and other industries.
- Mentor intern translators, including teaching internal 5 professional development courses per month and reviewing final project materials.
- Train 3 new hires on company-specific translation standards, including proper handling of proprietary material.
- Provide review and verification of translation work as required, including materials created by third-party translation services.

Aug 2018 – Aug 2021  
WHIZWORDZ – Singapore

### **Translator**

- Completed backlog of written translations and entered information into a digital database.
- Translated assignment documents between Mandarin and English language on business, fintech, and social science industries.
- Authored informational booklet of common phrases and cultural mannerisms to help colleagues during international communications, improving productivity by 25%.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation, reducing 95% of errors in communication.

## **Profession Relevant Skills**

- Extremely precise and dedicated.
- Fluent in Mandarin Chinese, including business and marketing vocabulary and social science terminology.
- Consistently relied upon for verification and correction of translated materials.
- Good interpersonal relationship in teaching other translators through one-on-one mentoring and professional development courses.
- Passionate about facilitating productive cross-cultural relationships and have created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.

## **Objective of Freelancing**

- To build additional income streams and expand my professional network.
- Charges rate case by case basis especially depending on complexity. Welcome negotiation and discussion.