**CURRICULUM VITAE**

**Wing Sum So**

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| A self-motivated, mature, responsible postgraduate seeking for a start in translation industry who enjoy teamwork while can work independently. Always use initiative to complete tasks to the best of my ability, and strive to obtain the highest standards in my employment and academic work. |

**sKILLS Communication**

* Being a tutor and waitress enable me to contact with different kinds of people. This skill is also polished in my degree programmes.

**IT**

* Competent with Microsoft Office, CAT tools, e.g. Trados, concordance, Déjà Vu, translation memory, terminology database and Wincaps (subtitling tools)
* Medium speed in Chinese input and English input

**Organisation**

* Made five successful self-travel plans for my friends and myself since last year, including transportation and accommodation booking, trip route planning, etc.

**Education University of Portsmouth**

* MA Translation Studies (Sept 2009 – Sept 2010)

Expected Grade: Merit

Modules included: The Computer and the Translator, Translation Theory & Practice, Subtitling Theory & Practice, Professional Aspect of Translation, Specialised Translation Workshop

* BA (Hons) International Trade and English (Sept 2008 – Jul 2009)

Grade 2:1

Modules included: Business English, International Trade and Physical Distribution, International Trade and Export Marketing, Law of International Trade, Mass Communication

**Polytechnic University of Hong Kong**

* Associate in Bilingual Communication (Sept 2006 – Jul 2008)

GPA: 2.15/ 4.00

Modules included: Foundations of Translation, Translation for Practical Purposes, Foundations of Oral Interpretation, English for Academic Studies, Bilingual Communication, The Structure of Modern English, The Structure of Modern Chinese, Chinese for Business and Administration, Chinese for the Mass Media, Information Technology for Language Study, Intermediate & Elementary Putonghua, Business Putonghua.

**Employment Roast Bar**

**history** Supervisor (Mar 2010 – Aug 2010)

Part-time restaurant & bar staff (May 2009 – Feb 2010)

* Serving customers with a professional yet friendly manner.
* Practising teamwork and co-operative spirit in a busy working environment.
* My spoken English and Mandarin is polished considerably credit for working in a Chinese restaurant and bar. It enables me better interpersonal skills as well.

**H&M Ltd**

Part-time sales assistant (Oct 2007 – Jan 2008)

* + - * + Working in team equipped me with fairly good interpersonal and communication skills.
        + Being employed by this international company provided me with ability to deal with different situations.

**Lichen Tutorial Centre**

Part-time English tutor (Jun 2004 – Aug 2008)

* + - * + Teaching junior secondary students with English throughout lessons. It allows me to brush up my spoken English is daily life.
        + Preparing, administering and grading tests and homework as well as planning, evaluating and assigning lessons enhanced my organisation skill

**Foreign** Fluent spoken Cantonese (Native)

**Language** Fluent spoken Mandarin

**Proficiency** Good command of written Chinese

Good command of spoken and written English

**Other** LCCI Examination of Accounting Level 3 - Pass (2006)

**qualifications** LCCI Examination of Accounting Level 2 - Distinction (2004)

LCCI Examination of Accounting Level 1 - Merit (2003)

\*References available on request