

Yan Ho- Curriculum Vitae

Date of Availability: Immediate

Personal Particulars:

Name: Yan Ho

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Email: yanhotranslation@gmail.com

Education:

2010-2012	City University of Hong Kong BA (Hons) Language Studies – Linguistics & Language Technology																				
2008-2010	Community College of City University (CCCU) Associate of Arts in <u>Translation and Interpretation</u>																				
2006-2008	Caritas Yuen Long Chan Chun Ha Secondary School Hong Kong Advanced Level Examination(HKALE) <table><tr><td>HKALE</td><td>HKAL Business Studies</td><td>2008</td><td>D</td></tr><tr><td>HKALE</td><td>HKAL Principles of Accounts</td><td>2008</td><td>F</td></tr><tr><td>HKASL</td><td>HKAS Chinese Lang & Culture</td><td>2008</td><td>D</td></tr><tr><td>HKASL</td><td>HKAS Economics</td><td>2008</td><td>E</td></tr><tr><td>HKASL</td><td>HKAS Use of English</td><td>2008</td><td>D</td></tr></table>	HKALE	HKAL Business Studies	2008	D	HKALE	HKAL Principles of Accounts	2008	F	HKASL	HKAS Chinese Lang & Culture	2008	D	HKASL	HKAS Economics	2008	E	HKASL	HKAS Use of English	2008	D
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2001-2006	Christian Alliance S.C. Chan Memorial College Hong Kong Certificate Education of Examination(HKCEE) <table><tr><td>HKCEE</td><td>HKCE Chinese Language</td><td>2006</td><td>D</td></tr><tr><td>HKCEE</td><td>HKCE Chinese Literature</td><td>2006</td><td>D</td></tr><tr><td>HKCEE</td><td>HKCE Economics</td><td>2006</td><td>D</td></tr><tr><td>HKCEE</td><td>HKCE Eng Lang/Eng Lang (Syl B)</td><td>2006</td><td>D</td></tr><tr><td>HKCEE</td><td>HKCE Geography</td><td>2006</td><td>D</td></tr></table>	HKCEE	HKCE Chinese Language	2006	D	HKCEE	HKCE Chinese Literature	2006	D	HKCEE	HKCE Economics	2006	D	HKCEE	HKCE Eng Lang/Eng Lang (Syl B)	2006	D	HKCEE	HKCE Geography	2006	D
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	HKCEE	HKCE Mathematics	2006	D	
	HKCEE	HKCE Principles of Accounts	2006	E	

Job Employment:

Freelance: Freelance Translator of Active Gaming Media Ltd.

<http://www.activegamingmedia.com/en/>

- Mostly English→Simplified/Traditional Chinese Translation
- Translations of Gaming; Marketing; Software; etc.

Oct –July 11 General Assistant, District Land Office, Tai Po, HKGov (Contract due to 10.7.2011)

- Preparing Land Resumption Documents
- Writing correspondences for client/gov. circulation
- Taking minutes for Land Office Meeting

Mar-July 09 Temporary Fieldworker, Light Rail and MTR Bus Service Monitoring Survey Team

- Enumeration/ data recording within the MTR premises
- Interviewing passenger

Jun-Nov 08 Telebet Services Assistant, The Hong Kong Jockey Club

- General word processing
- Answering income calls and inquiries

Language Skills:

- Proficiency in spoken and written Chinese and English;
- Fair in Spoken Putonghua;
- Competent translation skills (English → Simplified / Traditional Chinese)

Computing Skills:

Translation Solution	Globalizer.NET
Microsoft Office	Word; Excel; Powerpoint;
Typewriting	Chang Jie input 50/wpm; English input
Adobe	Adobe Indesign
Others	Basic PC maintenance

Awards

2010 Attained Translation Reward Certificate during study

2009: Participate in HK youth translation competition

2008: Bronze Medallion by The Hong Kong Life Saving Society