

CORINA SAMUEL TRANSLATOR

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to look for freelance job and work as a translator for a successful company.

WORK EXPERIENCE

Lau, Chan & Ko, Solicitors September 2004 to December 2008

Working as a Legal Executive for a Legal firm in providing legal services as well as translation and interpretation service to clients and firms where needed. Involved converting documents and articles from one language into another (mainly English to Chinese and Chinese to English) and ensuring that the finished converted articles relay the intended message as clearly as possible. Responsible for drafting various legal contract in English, Chinese Simplified and Chinese Traditional. Main duties in translation part including researching legal & technical phraseology to ensure the correct translation is used. Translation of documents/letters from a Chinese to English & vice versa for Counsel and Court. Reviewing and proofreading mother-tongue text. Conducting face-to-face interpreting. Telephone interpreting. Supporting the translation team with other projects when necessary. Excellent English speaking and writing skills. Retrieving articles from newspapers, magazines & the internet & translating them into English.

Casford Group Limited January 2009 to March 2014

Working at General Manager for a Trading firm and in charge of Legal, Finance and Procurement Department. Provide translation service for all products ordered by various clients in North, Central and South America. Translating Product Manuals, Marketing Materials, Warranty Terms, Website Content for company and clients. Leading a team of 2 in translation and design department. Conducting face-to-face interpreting between clients and factories in China.

Freelance April 2014 to present

Translating different legal documents, such as contract, agreements, warranty terms, marketing material, website content, advertisement title, business presentation, educational, basic medial and science translation.

KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Able to fluently speak English, Mandarin and Cantonese.
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Able to work under pressure.
- Able to priorities work.

ACADEMIC QUALIFICATIONS

The University of Hong Kong
The University of Bradford

Diploma in Legal Studies
BSc Business Management and Marketing

Area of Expertise

Translating

Legal Documents

Marketing
Materials

Business
Commerce

Proofreading

Chinese Traditional

Chinese Simplified

Cantonese

Personal Skills

Detail Orientated

Well Organized

Friendly

Easy going

PERSONAL DETAILS

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