

Diana Chen

Toronto, ON

dianachen0613@gmail.com

+1 437 499 2332

Freelance Translator

Work Experience

Freelance Translator

Freelance/Self-employed - China/Canada

June 2009 to Present

Freelance translator and interpreter.

More information regarding freelancer experiences can be provided upon requirements.

Administrative Assistant/Marketing Coordinator

KS Car Sales and Service - Scarborough, ON

August 2022 to January 2023

- Receive and review digital marketing requests, validating scope, objectives and business requirements with stakeholders.
- Collaborates with various business units in support of all their digital marketing requirements, owning and project managing committed deliverables from development through to delivery.
- Support the seamless delivery of projects through our workflow management platform
- Identify, develop and create optimal customer experiences across all digital channels that personalize journeys and leverage data-driven insights to achieve targeted goals.
- Manages the successful execution of assigned initiatives against key milestones and communications between all stakeholders, including legal and compliance departments.
- Responsible for ongoing governance of website content for accuracy and facilitating update requests to ensure content and resources are kept up to date.
- Support the development of marketing automation for campaign management and reporting.
- Establish relationships with sales, client experience and other internal and external stakeholders.

Administrative Assistant

Shanhan Electronics LTD - Scarborough, ON

March 2022 to July 2022

Assist in maintaining office tidiness and general upkeep visitor workstations and common office spaces.

Answer telephone and electronic enquiries, reply telephone calls and messages.

Schedule, organize and follow up appointments, meetings, and conferences.

Prepare invoices, brochures and reports if needed.

Maintain good relationship with current and potential business partners, and maintain client chats.

Arrange travel schedules and make reservations if necessary.

May compile data, articles and other information to support marketing activities.

Liaise with building management (i.e. repairs, maintenance, security).

Administrative Coordinator

Fameworks GC Inc - Windsor, ON

March 2020 to April 2021

Co-ordinate and carry out administrative activities under the supervision of the director

Oversee and co-ordinate office administrative procedures and evaluate and implement new procedures

Assist in preparation of operating budget, determine merchandise to be sold and maintain inventory and budgetary controls

Co-ordinate and plan for office equipment, supplies, merchandise sales volumes and plan the next procurement

Establish work priorities and ensure deadlines are met and relevant procedures are followed

Co-ordinate the negotiation with vendors when necessary to procure merchandise

Assist in assembling sales and purchases data and prepare monthly reports to the supervisor

Interpreter

MCIS Language Services

October 2018 to August 2019

This is a part-time job.

Tutor

IVY ALLIANCE CONSULTING COMPANY - Windsor, ON

September 2018 to January 2019

As a part-time tutor, I was tutoring STEM subjects (Maths, Physics, etc.), Law, English, Vocal and Piano subjects for Grade 10-12 students.

Owner/Operator

Sino-Canada Education Co., Ltd. - Shenzhen

March 2012 to June 2017

My partner John (born in Hong Kong and immigrated to Canada in 1980s) and I founded this tutoring centre. Our students are from Hong Kong. We have been running this centre for more than five years. I'm not operating this centre anymore but it is under my name. John is running it.

Education

Certificate in Creative Writing

School of Continuing Studies, University of Toronto - Remote

May 2018 to August 2023

Master of Education in Education

University of Windsor - Windsor, ON

September 2017 to June 2019

Certificate in Interpretation Theory and Practice

Guangdong University of Foreign Studies (on-the-job training) - Guangzhou

September 2007 to July 2010

Bachelor of Engineering in Traffic and Transportation

South China Agricultural University - Guangzhou

September 2001 to July 2005

Skills

- IELTS overall 7.5 (CEFR LEVEL: C1)
- Fluent Mandarin and Cantonese speaking (10+ years)
- G licence (4 years)
- Traditional Chinese reading and writing
- Fluent Mandarin writing (10+ years)
- Chinese
- Multilingual
- Administrative Experience
- Teaching
- Translation
- Tutoring

Certifications and Licenses

Translation Theory & Practice

June 2010 to Present

Certificate No. YX2007020171

From School of Interpreting & Translation Studies, Guangdong University of Foreign Studies

Creative Writing

August 2023 to Present

Certificate in Creative Writing

From University of Toronto School of Continuing Studies

Publications

The Knowledge Book

June 2013

I'm the co-translator of this book. It was published by Gold Wall Press in June 2013.

ISBN: 978-7-5155-0712-5