

**Resume**  
**Choi Man Ying, Janice**    **蔡蔓迎**

**Personal information:**

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E-mail address: myingchoi@gmail.com

Address: 27 E Tower 18 Laguna Verde HungHom Kowloon Hong Kong

Phone: (852)9858-6416

**Education qualification:**

Master of Human Resource Education

The University of Illinois a Urbana-Champaign (Fall 2007-Dec 2009)

Cumulated GPA 3.85/4.00

Bachelor of Business Administration (Accounting and Finance)

The University of Hong Kong (2000-2003)

University cumulated GPA 3.34/4.00

**Examination qualification:**

**Test of English as a Foreign Language (TOEFL) computer-based (CBT)**

Score: 270/300, 03 Apr 2006.

***Fellow, Life Management Institute (FLMI)*** awarded with distinction, 05 Nov 2004.

***Associate, Customer Service (ACS)*** awarded with honors, 13 May 2004.

***Insurance Intermediate Qualification Examination (IIQE)*** Paper I, II, III, V

**Exchange Experience:**

22 -30Aug 2002: Kagoshima Asia-Pacific Intercultural Center (KAPIC)

Aim: Learning Japanese culture.

Programs: Home-stay, group project (with Japanese students)

**Skills:**

Computer skills: Microsoft word, Excel, PowerPoint, Chinese word processing

Language: Fluent in Cantonese & English

Certificate of Proficiency in Putunghua

Certificate of Proficiency in Japanese

**Work Experience (Translation-related):**

Oct 2009-Now

**Freelance translator**, Ecosseed.org ( English-Chinese)

I am working as a translator for a website of which is publishing environmental friendly related articles daily. Working in a translation team, the daily translation volume ranges from 500-1500 source words.

Dec 2009- Now

**Freelance translator**, Finance topic (English-Chinese)

I work as a translator for an individual on need basis. The topics are related to Investment, Finance and some general topics in Australia. A total of 25K source words was completed.

Others:

Chinese-English translation - 130K source words (medical trial)

English-Chinese translation/proof-reading – instruction manual for consumer goods

**Work Experience (Non-Translation-related):**

March 2008-June 2009

**Assistant Human Resource Manager**, Hong Kong Hospital Authority

*Duties and responsibilities:*

I was in charge of a recruitment and appointment team in the New Territories West Cluster Human Resource (HR) Department. My main duties include recruitment and appointment, handle internal and public complaints as well as disciplinary cases. I was also required to assist the Cluster General Manager (HR) and the Senior Human Resource Manager to design, plan and implement special and ad hoc projects. I also had to perform on-the-job training, coaching and job evaluation for my subordinates.

August 2005-March 2006

**Executive Trainee**, Mitsui Sumitomo Insurance (H.K.) Co Ltd

*Duties and responsibilities:*

I worked at the non-marine claims department in an insurance company. I had to process and handle claims enquiry on daily basis. The job required high degree of accuracy and efficiency. I was trained to be detail-oriented and being able to work under pressure.

July 2003-August 2005

**Financial Planning Executive**, New York Life Insurance Worldwide Ltd

*Duties and responsibilities:*

There were extensive sales activities involved in this job. The daily routine included telephoning, occasional site visiting, and interviewing with potential and existing clients. This job polished my communication and interpersonal skills which is beneficial to my life.

**Hobbies:**

Reading, Cooking, Knitting, Watching movies and drama series, Listening to music, Studying Japanese culture and language.