CURRICULUM VITAE

**CONTACT INFORMATION:**

Name : CATHERINE ANN FRANCIS

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 MALAYSIA

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**PERSONAL INFORMATION:**

Date of Birth : 26 September 1955

Place Of Birth : Taiping, Perak, Malaysia

Nationality : Malaysian

Sex : Female

Marital Status : Single

**EMPLOYMENT HISTORY**

July 2011 - Freelance proofreader, transcriber, translator.

1999 – June 2011 **DISTED COLLEGE PENANG *Finance Executive*** General supervision and administration of Finance Dept.

1994 – 1999 **STAMFORD COLLEGE PENANG *Administrative Officer*** Handling of correspondence, payment of bills, supervision of administrative and finance staff

1998 – June 1999 **BAYVIEW BEACH RESORT *Front Office Assistant***  Manning of reception counter, handling room reservations, checking in and out of customers

1984 – 1986 **SINGAPORE HIGH COMMISSION** ***Translator*** Personal translator to the Singapore High Commissioner, translation of articles and correspondence from Malay to English and vice versa

**EDUCATION**

1972 – 1974 **KING EDWARD VII SECONDARY SCHOOL, TAIPING**  HIGHER SCHOOL CERTIFICATE (CAMBRIDGE)

1968 – 1972 **CONVENT OF THE HOLY INFANT JESUS, TAIPING** MALAYSIAN CERTIFATE OF EDUCATION (CAMBRIDGE)

**OTHER SKILLS**

Computer literacy: Good knowledge of Word and Excel, as well as E-mail and the Internet.

Language skills: Fluent in both Malay and English, experience in translating, proofreading and transcribing.

Typing skills: 65 – 70 w.p.m.