

# GRACE SO

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## PROFESSIONAL SUMMARY

Skilled professional in delivering precise and culturally sensitive interpretations across medical, legal, and educational environments. Demonstrated success in establishing strong rapport with clients while fostering professional relationships with colleagues and staff.

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## EXPERIENCE

### **Cantonese Over-The-Phone (OPI) Interpreter , 10/2023 - Current** **LIS Solutions - Brooklyn, New York**

- Interpreted information for Medicare and Medicaid clients to ensure compliance with regulations.
- Facilitated communication between VNS Health and clients for accurate service delivery.
- Provided interpretation services for an auto insurance company, enhancing claims processing efficiency.
- Assisted in communication for court-related matters, ensuring accurate exchanges of information.
- Supported SNAP applications by interpreting eligibility criteria and requirements effectively.

### **Executive Assistant, 01/2019 - 04/2025**

#### **Living Stone Assembly - Toronto, Ontario**

- Executed oral and written translations of live sermons from Cantonese to Mandarin and English.
- Transcribed and edited sermons for publication to enhance clarity.
- Live streamed Bible teachings using Zoom, OBS, YouTube, and Facebook to reach wider audiences.
- Edited videos by trimming, splitting, and adding captions and music for improved engagement.
- Performed piano accompaniment during worship services to enrich the experience.

### **ONLINE MATH Teacher, 01/2020 - 05/2021**

#### **Cestar High School - North York, Canada**

- Created Grade 10 Ontario Math Curriculum delivered via LMS Moodle, Adobe Connect, and Zoom.
- Facilitated High School Math Contest Curriculum for groups of 15 to 25 students.
- Uploaded and graded student homework utilizing ClassClick platform.



## CONTACT

**Address:** Lakeland, USA 33805

**Phone:** 813-585-1742

**Email:** [gracegraceso2025@gmail.com](mailto:gracegraceso2025@gmail.com)

**WWW:** [Bold Profile](#)

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## SKILLS

- Bilingual communication skills
- Cross-cultural collaboration
- Transcription and documentation
- Active listening
- Memory retention strategies
- Information interpretation

**ONLINE MATH TRANSLATOR (Freelance), 01/2019 - 02/2020****Think Academy International Education Inc. - Cupertino, USA**

- Translated educational materials from Mandarin to English for clarity and comprehension.
- Collaborated with educators to ensure accurate translations of curriculum documents.
- Conducted terminology research to maintain consistency in translated materials.
- Proofread translated documents for accuracy and completeness.
- Coordinated with project managers to meet tight deadlines for document translations.

**ENGLISH TEACHER, 01/2016 - 01/2017****Chu Jen Elementary School - Hsinchu, Taiwan**

- Developed and implemented curriculum for English, Drama, Music, and Culture classes for 28 students aged 9-11.
- Assessed English oral tests for over 600 students to ensure accurate evaluation.
- Coached students for English Dialogue Competition, enhancing public speaking skills.
- Conducted weekly storytelling sessions for grades two to four to promote literacy and engagement.

**IB MATH SL TEACHER, 01/2014 - 01/2016****Taipei Kuei Shan School - Taipei, Taiwan**

- Taught Gr 9-10 Geometry, Algebra, Pre-Calculus classes (IB MYP Curriculum) consisting of 30+ students aged 14-15
- Taught Gr 11 Math SL (IB DP Curriculum) class consisting of 10 students aged 16-17
- Wrote each subject's curriculum on the unit planner using the software: Managebac, Atlas.

**IB (INTERNATIONAL BACCALAUREATE) MATH EXAMINER, 01/2014 - 01/2014****Taipei Kuei Shan School - Toronto, Canada**

- Applied IB marking scheme to electronically assess Math SL papers using Scoris software.
  - Conducted comprehensive evaluations of student assessments for compliance with academic standards.
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**EDUCATION****Bachelor of Sacred Music, 10/2024****Canada Christian College**

in progress

**Adult Teaching Certificate, 08/2019****British Columbia Ministry of Education**

**Instructional Skills Workshop, 08/2018**  
**Langara College**

**Master of Science, Statistics, 02/2018**  
**University of Toronto**

**IB MYP Math: Implementing the MYP curriculum Category 1, IBAP DP Cat 1, 2, 3, 09/2014**  
**Andrew's Cathedral School** - Sydney, Australia

**IB MYP Inquiry in the MYP Cat 3**  
**Taipei Kuei Shan School**

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## **CERTIFICATIONS**

Identifying and Safeguarding Personally Identifiable Information (PII)

Language Test Certification from Intellects