



Kay Chan

Age : 26
Location : Ipoh, Perak, Malaysia
Email : ggcyk@hotmail.com
Skype : sherlkay

Application for Translator

Personable and astute person with proven time-management and collaborative skills developed through several projects and engagements. Highly articulate individual, confident working with diverse cultures and situations in which cultural awareness and appreciation are integral. Knowledgeable and keen person with intermediate computer skills.

KEY SKILLS

- Proficient in several languages – English, Chinese (Simplified & Traditional), Cantonese, Malay
- Intermediate computer skills
- Proficient in several software - Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Google Docs, Photoshop, AutoCAD, SketchUp, etc.
- Typing speed at 50wpm

LANGUAGE PROFICIENCY

- **English** - Fluent
- **Chinese (Simplified & Traditional) or Mandarin** - Native
- **Cantonese** - Native
- **Malay** - Fluent

EDUCATION

Universiti Tunku Abdul Rahman, KL, Malaysia
2010 - 2013
Bachelor of Science in Architecture

PERSONAL ATTRIBUTES

- ✓ **Effective Communication Skills:** Articulate communicator with an appreciation for the different communication styles required when working with team members or customers.
- ✓ **Honest and Reliable:** Strong morals and ethics ensuring honesty, reliability and ability to responsibly undertake tasks.
- ✓ **Flexible:** Understanding of the need for flexibility in order to support last-minute demands and changes. Comfortable with changing environments and situations, ensuring ability to remain flexible and adaptable at all times.
- ✓ **Time Management:** Dedication to effective prioritisation and management of time by allocating tasks and recording activities in diaries and daily to-do lists.

WORK EXPERIENCE

FREELANCE

AUGUST 2016 - CURRENT

Working as freelancer to provide remote services.

1. **Virtual Assistance**
 - Assist with general administration task including internet research and communication task
 - Product sourcing from TaoBao
 - Assist with eBay listings and optimizing titles from Chinese to English
2. **Translation**
 - Provide translation from English to Chinese or vice versa for text and legal documents
 - Audio transcription in Chinese and translation to English
 - Software (Technical) localization from English to Simplified & Traditional Chinese and Malay
 - Website content translation from English to Chinese
3. **CAD drafting**
 - Provide drafting services for architectural drawings in accordance to client's requirement
4. **Data Entry**
 - Accurately input data in Excel and website following the requirements and procedures from client
5. **Social Media Marketing**
 - Promote a service or website in social media platforms eg. Facebook, blogpost, forums, etc.

ARCHITECTURAL ASSISTANT

JUNE 2013 – JULY 2016

Over 3 years working experience as an Architectural Assistant in an Architect Firm with guidance on project management and design development.

- **Client Engagement:** Liaison and coordination with clients and consultants. Provide general support under direct supervision of Project Architect.
- **Project Management:** Understanding of various regulation and by-law relevant to projects and clients' requirements. Practice fast and creative problem solving skills