Resume

Ho Lok Ting Lotty

**Personal Particulars**

Name: Ho Lok Ting Lotty

Sex: Female

Date of Birth 27/4/1993

Nationality: Chinese

Address: Flat 2216, Hay Ping House, Long Ping Estate, Yuen Long, N.T., H.K.

Contact number: 93479478

Email address: loklok997264@yahoo.com.hk

**Education and Academic Qualifications**

2012-2016 Hang Seng Management College

Bachelor of Translation with Business (Honours)

Year 1 – Year 4

2010-2012 Yuen Long Lutheran College

Hong Kong Advanced-level Examination (2012)

C in Chinese Literature

D in History

D in Use of English

D in Chinese Language and Culture

2005-2010 Yuen Long Merchants Association Secondary School

Hong Kong Certificate of Education Examination (2010)

Level 4 in English Language

Level 3 in Chinese Language

D in Chinese Literature

D in History

E in Mathematics

E in Principles of Accounts

E in Chinese History

**Language**

Traditional Chinese, English (IELTS: 6.5), Mandarin, Basic Japanese

**Computer Skills**

Microsoft Word, Microsoft PowerPoint, Snowman (CAT), Trados (CAT)

**Work experience**

**May – June 2012 :**

Administrative officer Cheer Up Tutorial Center

**January 2013 :**

7/1/2013 – 10/1/2013 Toys & Games Fair (Launched by HKTDC)

Baby Products Fair (Launched by HKTDC)

Stationery Fair (Launched by HKTDC)

Licensing Fair (Launched by HKTDC)

Position: Dragon Lounge Assistant

14/1/2013 & 17/1/2013 Hong Kong Fashion Week For Fall / Winter

World Boutique (Launched by HKTDC)

Position: Crowd Control & Promoter

**April 2013 :**

13/4/2013 – 15/4/2013 Electronics Fair (Launched by HKTDC)

International ICT Expo (Launched by HKTDC)

Position: Promoter

20/4/2013 – 24/4/2013 Textiles Fair (Launched by HKTDC)

Housewares Fair (Launched by HKTDC)

Position: Data Entry & Promoter

28/4/2013 – 29/4/2013 Gifts & Premium Fair (Launched by HKTDC)

Position: Data Entry

**May 2013：**

15/6/2013 Medical Devices and Supplies Fair

(Launched by HKTDC)

Position: Data Entry

**August 2013：**

21/8/2013-30/8/2013 Hang Seng Management College

(Office of Advancement)

Position: Office Assistant

**October 2013：**

3/10/2013 & 6/10/2013 6th Asia Pacific Heart Rhythm Society & CardioRhythm 2013

Position: Registration Counter & Bag Picks-up & Scanner

13/10/2013 – 14/10/2013 Hong Kong Electronics Fair (Autumn Edition)

ElectronicAsia

Position: Data Entry

**November 2013：**

7/11/2013 Hong Kong International Wine & Spirits Fair

Position: Data Entry

**January 2014：**

6/1/2014 – 9/1/2014 Toys & Games Fair (Launched by HKTDC)

Baby Products Fair (Launched by HKTDC)

Stationery Fair (Launched by HKTDC)

Licensing Fair (Launched by HKTDC)

Position: Dragon Lounge Data Input

13/1/2014 - 16/1/2014 Hong Kong Fashion Week For Fall / Winter

World Boutique (Launched by HKTDC)

Position: Dragon Lounge Assistant

**March 2014 :**

8/3/2014 – 9/3/2014 Hong Kong International Jewellery Show

Position: Dragon Lounge Assistant

**June – August 2014 :**

9/6/2014 - 8/8/2014 Hang Seng Management College

(Office of Advancement)

Position: Office Assistant

1/6/2014 - now Medi-Lan Limited

Position: Cantonese Transcriber

**December 2014 :**

1/12/2014 - now Medi-Lan Limited

Position: Cantonese Transcriber / Subtitle Editor

**January 2016:**

19/1/2016 – 29/2/2016 i-Yuno Media Group Korea

Position: Freelance Subtitle translator (Japanese to Chinese)

**April 2016:**

12/4/2016 – now Deluxe Media

Position: Freelance Subtitle translator (English to Chinese)