
Resume of Sihui Deng (Syvia)

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OVERVIEW

An organised and innovative individual who is trilingual in English, Mandarin and Cantonese, have studied and worked in Australia for 5 years. Details oriented and excellent logical thinking in both performance and presentation. Proven ability to plan and complete multiple tasks within deadlines and work under great pressure. A quick learner who always keeps self- motivating and communicates effectively at all levels.

EDUCATION

February 2013 – October 2016 **Bachelor of Business (Accounting)**
Melbourne, Australia • Moansh University

PROFESSIONAL EXPERIENCE

January 2019 – Current **Freelancer Translator** | LangLink Localization Solution Co, Ltd.
Hongkong, China • Translation of finance project: report, statement, business plan
 • Translation of tourism projects: introduction of scenic spot, tourist
 publicity material, travel plan

June 2018 – Current **Freelancer Translator** | Global Tone Communication Technology Co, Ltd.
Beijing, China • Translation of business projects: Business report, company guideline
 • Translation of market projects: Fashion brand publicity material,
 product manual, article description

December 2017 – August 2019 **Financial Analyst** | Bosch (Zhuhai) Security System Co. Ltd
Zhuhai, China • Translation in daily meetings
 • Prepare monthly internal financial reports, to provide high quality and
 reliable data analysis to the management
 • Assist to prepare current forecasting to analyze the variances and trends
 • Participate in SAP system month end closing to meet with time-schedule
 • Other tasks assigned by HoD

December 2014 – May 2016 **General Manager Assistant** | Bunyip Tour
Melbourne, Australia • Help with translating all kinds of plans into Chinese
 • Being an escort interpreter to support the GM communicate with Chinese
 travel companies and Chinese leisure tour groups
 • Confirm reservations and negotiate with venue managers, ticket agents
 and promoters for exclusive clients
 • Assist GM with events organizing and planning (including organize and
 update various data, arrange staff activities, integrate information of
 customized trip plans and deliver the plans)
 • Ensure completion of assigned tasks in line with established deadline,
 even under english environment, and have developed ability to analyse
 problems independently and cope with stress

DEMONSTRATED SKILLS

Personal Attributes

- Trilingual in English (IELTS 7.5), Mandarin and Cantonese
- Flexible, support last-minute demands and changes
- Time management, effective prioritisation and management of daily to-do list

Computer Skill

- Proficient user of MS (Word, Excel, PowerPoint), Trados, Memsource

Teamwork and communication

- Excellent communication and teamwork skills, demonstrate through frequently deliver oral presentations and cooperate for group assignments at university
- Good interpersonal skills to deal with people in a friendly and confident manner, proven through an ambassador role in Monash University work with people from all over the world