

PAU CHUN CHUN

An experienced and dedicated wordsmith
with a passion for languages, cultures and humanitarian work

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EDUCATION

M.A. in Translation and Interpretation, Jan 2016-present, Nanyang Technological University, Singapore
[with 6 weeks of training in interpreting at Beijing Foreign Studies University]

Postgraduate Diploma of Education (Early Childhood), Dec 2012, Monash University, Australia

Bachelor of Arts, Jul 2006, National University of Singapore, Singapore
[Major – Psychology, Minor – English Studies]

LANGUAGE PROFICIENCY

- Written and oral fluency in English and Chinese (Simplified and Traditional)
- Conversational proficiency in Cantonese
- Japanese Language Proficiency Test 3 (2005)
- Elementary knowledge of Korean
- Currently learning German at Goethe-Institut Singapore (Level B1.2)

SKILLS

- Software: Microsoft Office, SDL Trados 2015 (<http://www.sdl.com/certified/318279>), MateCat, SmartCat, Wordfast Anywhere
- Class 3 Driving License
- Active yoga practitioner and hiking enthusiast

EXPERIENCE IN TRANSLATION/LOCALIZATION

Apart from high language proficiency, the translation field also requires strong research, documenting and analysing skills as well as rich cultural knowledge. Average word count processed daily is 5,000-6,000.

Subtitling/Captioning

1. Transtar Media Services

- Provide high quality subtitling services for Singapore's leading TV broadcaster. Main language pair is Traditional/Simplified Chinese and English
- Handle diverse genres since 2004, including popular dramas, award-winning variety shows and infotainment programmes
- Highly experienced in the processing of medical, financial, legal, marketing content, with fast and accurate proofreading and editing abilities
- Fully in charge of the synopses and subtitles of a Channel News Asia travel programme (<http://www.channelnewsasia.com/tv/tvshows/welcome2taiwan>)

2. Infodisc Multimedia Manufacturing

- Inserted English and Simplified Chinese subtitles for children's programmes (such as My Little Pony and Milly, Molly) and international movies (such as A Summer in Genoa and Red Lights) respectively within tight timelines

Advertising/Marketing

3. Super Market Creatives

- Localize creative content and craft compelling and relevant copies for top cosmetic brands, sell-outs and other international businesses

4. Tremendousness

- Involved in the translation, proofreading and editing of product content in inflight magazine (Mar-Jun, Jul-Oct 2016 editions) of major budget airline

Finance/Legal/Medical

5. Shinagawa Eye Centre

- Provided quality Simplified Chinese transcreation services in 2012 and 2015 for its global website which has more than 20,000 visitors (www.shinagawa.com.sg/zh)

6. Chambers Translation

- Translate and transcribe confidential legal and financial documents with short turnaround time of 1-2 working days (English, Chinese, Cantonese)

Data integrity is achieved through **extensive research**, **fact-checking**, and **cross-verifying cultural references**.

EMPLOYMENT HISTORY

Professional work experiences include teaching, investment banking and non-profit organisations

Subtitler, Transtar Media Services Limited, 2004 – current (freelance)

Enrichment Teacher, Orange Imprint, 2011 – current (freelance)

Volunteer Coordinator, Operation Hope Foundation, May – Jul 2013 (continued as volunteer thereafter until Jun 2015)

Analyst, Barclays Capital Services Limited, Aug 2007 – Apr 2009

Teacher Assistant, Kits4Kids Special School, Jan – Apr 2007

Trainee Psychologist, Bizlink Centre Singapore Limited, Sep – Dec 2006

EXPERIENCE IN PROJECT MANAGEMENT (HUMANITARIAN WORK)

Honed useful and transferable skills through active involvement in the following:

Chief Administrator, T.W.O-the-Toilet, since Sep 2015

To raise \$40,000 in 2016 to build 75 toilets in Tamil Nadu, India, which will benefit more than 300 villagers

- **Strategy and Partnership Management:** Lead team in managing the project and partnership to achieve targets while overseeing the budget and resource allocation
- **Fundraising and Publicity:** Plan initiatives to raise funds and awareness to address the lack of basic access to safe water and simple sanitation facilities in the less privileged communities
- **Administration:** Crafting emails for liaison with partners and donors, as well as creating progress and financial reports

Co-founder & Project Leader, Project Tumkur 2012, Oct 2011 – Jun 2012

Successfully raised S\$20,000, collected more than 150 books and completed a 100-metre brick wall for Government High School, Vaddagere, that benefited more than 100 students

- **Strategic Planning:** Identified ground needs and initiated a self-led 2-week expedition to India (Tumkur district, Karnataka State) to build a boundary wall, provide water purifiers and kitchen equipment and set up a library for a village school in Vaddagere, Koratagere
- **Partnership and Volunteer Management:** Liaise with host partner in India, donors and volunteers
- **Administration:** Manage project budgeting as well as documentation of all paperwork
- **Fundraising:** Organise fundraising activities as well as coordinate book drive
- **Publicity:** Set up, update and track progress on project page on social media platform
- **Project Execution and Evaluation:** In charge of first-aid, logistics, contingency planning, ground visits, orientation of volunteers and post-project follow-up