

# Queena Lee

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## Summary

- Singaporean with native fluency in English (1<sup>st</sup> language) and Mandarin Chinese (mother tongue)
- M.A. (Distinction) in Translating & Interpreting
- Translated over 750,000 Chinese characters (Simplified/Traditional) into English, including 42,000 source characters translated for academic texts
- Specialisations: Literature, Arts, Culture
- Prior work experience in arts administration and cultural policy

## Work experience

### Translator, September 2013 – present

- Translated over 750,000+ Chinese source words into English (by 1 Jan 2020)
- Academic translations: Literature, Cultural History, Education, Buddhism, Confucianism, Environmental Sociology, Organisational Psychology, letters of recommendation
- Other translations: corporate blurbs, speech on law and culture, photography portfolio, auditor's reports and insurance guidelines, exports declaration documents, product descriptions for clean tech companies, urban planning policy direction paper, tourism texts for attractions in China, anti-drug brochure, letters of recommendation, employee questionnaire, customer feedback, e-commerce product descriptions, legal documents on adoption, user manual for air purifier

### Interpreter, September 2018 – September 2019

- Selected as one of six students to undergo a simultaneous interpreting placement with the United Nations Vienna, for the 52<sup>nd</sup> United Nations Commission on International Trade Law
- Simultaneous & Consecutive Interpreting during Newcastle University's Spring and Autumn Conferences, for academics and professionals on the topics of creative designs, Newcastle's Lit & Phil Library, ultraviolet fluorescence, object handling in museums, performance assessment of simultaneous interpreters, international trade, arbitration and the art of interpreting (approximately 7.5 hours in total)

### Manager, National Arts Council (Singapore), July 2015 – August 2018

- Executed arts and cultural policies, timely meeting deadlines for grants administration and reporting while juggling other priorities including strategic assessments and co-ordination of funding schemes
- Engaged artists in conversations, keeping track on their developments, sharing perspectives on the Council's strategic goals and advising on grant schemes and potential support

## Education

### M.A. in Translating & Interpreting (Distinction), Newcastle University, The United Kingdom, September 2018 – September 2019

- Topped cohort in interpreting examinations in Semester 1 (Distinction) and among top 3 for Simultaneous Interpreting at year end (Distinction)
- Distinction for Graduation Project (Translation and Research Commentary on Food Journalism)
- Professionally trained in specialised translation, simultaneous interpreting, consecutive interpreting, and public service interpreting

### B.A. (Hons) in English Literature, National University of Singapore, Singapore, July 2011 – May 2015

- Graduated with Second Upper Class Honours, equivalent to Honours (Distinction) under the new degree classification
- Minor in Chinese Language; completed modules in Chinese linguistics, history, literature and translation

## Professional Memberships & Credentials

- American Translators Association
- Translation Distance Learning Programme – English into Chinese (Language Review Institute Hong Kong)
- LEED Green Associate (since 2019)
- Licentiate of the London College of Music in Piano Performance (LLCM)
- Yangqin Performance Diploma (jointly awarded by Singapore's Nanyang Academy of Fine Arts and China Conservatory of Music)