

SHARON LIM *Independent full-time freelancer based in Singapore*

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PROFILE

I am a trilingual individual with a strong command of the English language and a working command of Mandarin and Malay. In terms of corporate experience, I have held several administrative and marketing roles in a Malaysian media conglomerate, an international brand hotel in China, and the Malaysian arm of a Dutch multinational publisher. While I've been based in Malaysia for most of my life, I've also lived in Australia for studies and China for work. I currently reside in Singapore where I work as a full-time freelancer.

SERVICES OFFERED

Translation: Chinese>English, Malay>English (average output per day: 2000 source words)

Transcription: English-English (average output per day: 60-80 audio minutes)

SERVICES NOT OFFERED

Translation: Malay>Chinese, English>Chinese, English>Malay, Chinese>Malay

LANGUAGES

First language: English

During the British occupation of Malaya, my parents and their peers attended missionary schools, whereby British teachers conducted lessons in English. As such, I grew up in an English-speaking family and environment, and English displaced my mother tongue. I also completed my degree in Monash Australia.

Second Language (i): Mandarin

For my first six years of formal education, I attended a [National-type School \(Chinese\)](#), whereby Mandarin was the medium of instruction for all subjects except Malay and English. I also worked in an international brand hotel in China over a span of two years.

Second Language (ii): Malay

I attended a [National Secondary School](#), whereby all subjects (except English and Chinese) were taught in Malay. On another note, Malay is my spouse's native language, although we speak English most of the time.

EDUCATION

- 2016-2017** **Diploma in Translation and Interpretation, Singapore Chinese Chamber Institute of Business**
- 2011** **Business Chinese Test, developed by Peking University**
Level 5 out of 5
- 2005-2007** **Bachelor of Arts (Communications & Writing), Monash Australia**
Graduated with distinction average and attained high distinctions for writing subjects; published in [Verge 2006: Monash Short Fiction Anthology](#)
- 2003-2005** **Diploma in Mass Communications, KDU University College, Malaysia**
Awarded High Achiever Scholarship; emerged Top 3 among graduating batch
- 2002** **Sijil Penilaian Malaysia (Equivalent of O' Levels)**
8 out of 10 Distinctions in a Malay-medium school, including 1119 Cambridge O' Levels
- 1997** **Ujian Penilaian Sekolah Rendah (Primary Education Certificate)**
7 out of 7 Distinctions, in a Mandarin-medium school

RESUME: Sharon Lim—Chinese, Malay> English translator and English-English transcriptionist

EMPLOYMENT HISTORY (FULL-TIME)		Translation (CN-EN)	Proofreading/ Editing (EN)	Transcription (EN)	Copywriting (EN)
Feb 2014- Present	Self-employed Freelancer	X	X	X	X
Jan 2013- Jan 2014	CCH, a Wolters Kluwer business Senior Marketing Executive	X	X		X
Nov-Dec 2012	Communications, Economic Transformation Programme PEMANDU (Performance Management and Delivery Unit, PM's Department) Analyst (Project basis)	X	X		
Jan-Oct 2012	Cambridge English for Life Office Manager	X		X	
May 2010- Oct 2011	Owners of Nanning Marriott, China Assistant to Managing Director; also seconded to Marketing Communications	X	X	X	X
Jun 2009- April 2010	TV Networks, Media Prima Limited (TV3, ntv7, 8TV, TV9), Group CEO's Office/ Business Development (TV Networks, Media Prima), Executive		X	X	
Dec 2007- Jun 2009	TV Networks, Media Prima Limited (TV3, ntv7, 8TV, TV9), Business Executive (Exposed to business units such as Internal Audit, Research, TV Production, Client Servicing, and Brand Management)		X		

OTHER EXPERIENCE		Translation (CN-EN)	Proofreading/ Editing (EN)	Transcription (EN)	Copywriting (EN)
Aug 09- April 10	Asian Beacon Freelance Sub-editor and Translator	X	X		
2004-07	Word Design Communications (Publishing House) Part-Time Office Assistant		X	X	
2004	The Asia Pacific Family Dialogue, Malaysia, Rapporteur			X	

TRANSLATION/ TRANSCRIPTION EXPERIENCE	
March 2012- Present	<p>CN>EN Translation/ MALAY>EN Translation (Freelance): Academic Papers: Social science papers</p> <p>Business Documents: Legal contracts, official documents, manuals, business documents, CEO's speech, handbooks, payment receipts, company profiles.</p> <p>Marketing Documents: Promotional booklets, consumer research responses, newspaper advertisements, radio scripts, web copy, company announcements, marketing brochures</p> <p>News Articles: Hard news articles, feature articles, etc.</p> <p>EN Transcription (Freelance): Interviews, meeting minutes, presentations on industrial products</p>
May 2010- October 2011	<p>CN>EN Translation (Full time): Programme manuals, promotional brochures, magazine interviews, meeting minutes, business presentations, marketing plans, business plans, marketing collaterals, emails, etc.</p> <p>CN/EN> EN Transcription (Full time): Daily management meeting minutes conducted in English and Mandarin.</p>