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Winnie JOSEPH Wing-yi (née CHAN) 陳穎儀

Professional experience
as a Chinese linguist /
translator/ interpreter

- (1) 1 April 2004 to this date
Managing Director of **The Lingoes Ltd** (registered in England and Wales no. 4937856)
- (2) 29 April 2009 to 31 December 2015
Managing Director of The Lingoes (Hong Kong) Ltd
- (3) 8 December 2001 to 31 March 2004
SELF-EMPLOYMENT (t/a The Lingoes in collaboration with other competent colleagues in proofreading and checking of all work by a second pair of eyes whenever possible)

Freelance translator / interpreter / subtitler / voice-over artist /
teacher of English / Cantonese

- Regular Clients of Translation, Interpreting & Subtitling work include: Language Line, K-International Ltd, thebigword, SanTranslate Ltd, European Captioning Institute, Aradco VSI Ltd, Home Office (Immigration Appellate Authority), UK local authorities, various UK courts and law firms.

Highlights of financial and marketing projects (Eng<>TChi):

- Customer Summary of Co-operative Bank, Corporate Plan of Derry City Council, Prospectus of the Isle of Man, Portfolio of United Sun Pacific International Fund Plc., Prospectus of Da-ai Life Project Co. Ltd (based in Taiwan), Nationwide Building Society Treasury DVD Video Voice-Over script, Morgan Stanley SICAV Prospectus, American Express Customer Service Consultant Training Package, UBS Investment Bank, Wealth Management and Asset Management Be Sure advertising campaigns, 'Smoothness Beyond Expectation' slogan of a branded beer, HSBC Intranet Translation Projects
- Regular Clients of Teaching work include: Rainbow – Languages in Business, Simon & Simon

- (4) 7 August 2000 to 7 December 2001
ARADCO VOICE & SCRIPT INTERNATIONAL

Chinese Linguist (full-time)

- Responsible for all Chinese language related work, including translation, subtitling and voice-over assignments, as well as assistance in typesetting work using QuarkXpress and Illustrator in Chinese (traditional and simplified)

(Titles subtitled include: Hitchcock DVD projects for Hong Kong (*The Birds*, *The Man Who Knew Too Much*, *Saboteur*, *Rear Window*, *Topaz*, *Torn Curtain*, *Shadow of A Doubt*, *Trouble With Harry*, *Rope*, *Frenzy*, *Marnie & Family Plot*), Hilton Group In-House Training Video, Orange Commercials, Education in Scotland Promotion Video and Ariel Washing Powder Commercials)

- (5) 3 April 2000 to 31 July 2000
PHOENIX SATELLITE TELEVISION COMPANY LTD

News Sub-editor (full-time)

- To supervise day-to-day news translation from English into Chinese in a style suitable for TV broadcasting
- To sub-edit news bulletin and voice-over news footage
- To contribute to production of programmes

(5) September 1998 to August 2000
BBC WORLD SERVICE

Translator / Presenter (casual)

- To translate quickly and accurately news bulletin from English into Chinese in a style suitable for broadcasting
- To produce programmes from self-op studios
- To perform in front of the microphone in recording sessions

(6) March to July 1999
LEEDS CHINESE WOMEN'S GROUP

Worker (full-time)

- To organise social and learning activities for Chinese women in Leeds
- To apply for funding, e.g. from European Social Fund, for the improvement of accessibility to social services by Chinese women in Leeds

(7) March 1998 to April 1999
CITIZENS' ADVICE BUREAU, WHITBY

Advisor (voluntary)

- To provide advisory service on matters such as benefits to the public

(8) September 1995 to June 1997
CITY UNIVERSITY OF HONG KONG

Lecturer (part-time)

- Subjects taught:
 - i. Introduction to Translation
 - ii. General Translation
 - iii. Translation: English and Chinese Translation Projects
- Level taught: Higher Diploma

(7) May 1995 to July 1997
OPEN UNIVERSITY OF HONG KONG

Tutor (part-time)

- Subjects taught:
 - i. AC252 Language Studies for Translation
 - ii. AC251 Introduction to Translation
- Level taught: Degree

(8) October 1995 to June 1996
LINGNAN COLLEGE, HONG KONG

Lecturer (part-time)

- Subjects taught:
 - i. Translation Projects Chinese<=>English
- Level taught: Degree

(9) June 1989 to January 1995
HONG KONG GOVERNMENT

Hong Kong Chinese Language Officer I (Acting) (Civil Service full-time permanent payroll)

- To provide translation and interpreting service in various government departments, including the Government Secretariat, City and New Territories Administration, Departments of Trade, Drainage and Housing.

Education/Qualifications

2019

Emergency First Aid at Work

BRITISH RED CROSS

2019

Tea Champion

UK TEA ACADEMY

Awarded Certificate of Achievement at Foundation Level 1

2018

Wine and Spirits Education Trust Level 3 Award in Sake Pass with Distinction

2016

Wine and Spirits Education Trust Level 2 Award in Wines and Spirits Pass with Distinction

2001 – 2003

THE COLLEGE OF LAW, UK – Birmingham College

Postgraduate Diploma in Law / CPE

2000

Diploma in Public service Interpreting (Cantonese, Option – Law) Merits

2000

LEEDS METROPOLITAN UNIVERSITY

Certificate in English Language Teaching to Adults (CELTA)
(awarded by University of Cambridge Local Examination Syndicate)

1993 – 1994

UNIVERSITY OF LEEDS, BRITAIN

Master of Arts in Linguistics and Information Processing

1987 – 1989

CITY POLYTECHNIC OF HONG KONG

Higher Certificate in Translation and Interpretation

1985 – 1987

HONG KONG POLYTECHNIC

Diploma in Japanese

Professional memberships

FITI, Fellow of the Institute of Translation and Interpreting (membership since 2000)

MCIL, full member of the Chartered Institute of Linguists by examination (since 1992)

memoQ Certified Trainer

Professional commitments

4 Nov to 7 Nov 2014

GUCCI, Florence, Italy

Simultaneous Interpreter (Cantonese<>English) during Gucci's 4-day Meeting for Top Performers for their sales associates around the world

9 December 2013

LONDON METROPOLITAN UNIVERSITY

SPEAKER, Talk on the Institute of Translation and Interpreting as an interpreter given to students and graduates (one hour)

12 April 2013

DIVISION OF LANGUAGE STUDIES, COMMUNITY COLLEGE OF CITY UNIVERSITY OF HONG KONG

Guest Speaker, Workshop on Translation Process in Practice, for the Associate of Arts in Translation and Interpretation programme (two hours)

13 April 2013 TALKS ON PRACTICAL TRANSLATION SERIES, RUN BY THE HONG KONG PUBLIC LIBRARIES, LEISURE & CULTURAL SERVICES DEPARTMENT OF HONG KONG IN CONJUNCTION WITH THE HONG KONG TRANSLATION SOCIETY

SPEAKER, Public talk on Translation/Interpretation: Public Service Interpreting Experiences from England and Wales (two hours)

14 September 2012 'I' CONFERENCE BY THE PUBLIC SERVICE INTERPRETING SERVICE INTERPRETING AND TRANSLATION NETWORK GROUP HELD AT THE LONDON METROPOLITAN UNIVERSITY

Attendance on behalf of the Institute of Translation and Interpreting, UK

1 June 2012 DIVISION OF LANGUAGE STUDIES, COMMUNITY COLLEGE OF CITY UNIVERSITY OF HONG KONG

GUEST SPEAKER, Workshop on the Use and Application of Technology, for the Associate of Arts in Translation and Interpretation programme (two hours)

Since April 2012 INSTITUTE OF TRANSLATION AND INTERPRETING, UK
EXAMINER/MODERATOR (Chinese into English and vice versa)

30 Jan to 3 Feb 2012 CHANEL, Paris
Simultaneous Interpreter (Cantonese<English) during Chanel's 5-day training workshops and factory visits for their sales representatives around the world

Jan 2011 ADMISSIONS COMMITTEE, THE INSTITUTE OF TRANSLATION AND INTERPRETING, UK
Member

11 Feb 2009 REGIONAL LANGUAGE NETWORK, LONDON
Chinese Language and Culture session Presentation to Representatives from London's Hospitality Industry (one hour)

26 Jan 2009 REGIONAL LANGUAGE NETWORK, LONDON
Chinese Language and Culture Session Presentation to Council and Local Authorities workers (one hour)

14 Nov 2008 UNIVERSITY OF SALFORD, GREATER MANCHESTER
Chinese Translation Seminar given to students of MA in Translating programme (two hours)

22 Jan 2007 UNIVERSITY OF SALFORD, GREATER MANCHESTER
Chinese Translation Seminar given to students of MA in Translating programme (two hours)

18 Jan 2007 IMPERIAL COLLEGE, LONDON
Getting Started in the Translation Profession Workshop given to their MSc students in Translation

19 Jan 2006 IMPERIAL COLLEGE, LONDON
Getting Started in the Translation Profession Workshop given to their MSc students in Translation

5 – 9 Jun 2005 NEW YORK LIFE INTERNATIONAL

Simultaneous interpreter (Cantonese<->English) during New York Life International's Global Summit in Paris for their sales representatives around the world

26 & 27 Feb 2005, 3 & 4 Feb 2004, 22 & 23 Jan 2003, 22 & 28 Jan 2002
UNIVERSITY OF BATH, BRITAIN

Subtitle Translation Workshops for MA students in interpreting and translating

1 July 2004 to February 2007
CANTONESE DEPARTMENT / CHINESE SERVICE, BBC WORLD SERVICE
Monthly 3 – 4 minutes' Cantonese programme on life in Britain broadcast to Hong Kong on Radio Television HK

Languages

Written:

English (near native), Chinese (traditional script) (native), Chinese (simplified script) (near native) Japanese (rusty)

Spoken:

English (B language), Cantonese (A language) and Putonghua (Mandarin) (C language), Japanese (D language)

Software

Windows 7 Ultimate, Windows 2000 Pro & XP Professional version (Traditional & Simplified Chinese O/S), Office 2007 & 2013 (Traditional Chinese), memoQ 2013, SDL Trados 2011 Freelance Professional, Déjà vu X Workgroup, Lingo 4.0, Adobe Creative Suite 7 (InDesign, Illustrator, Photoshop, Acrobat, GoLive), Adobe Premiere Elements, Swift subtitling suite, QuarkXpress 9.3

Areas of specialisation

Commercial, Business, Legal, Government / Community, Finance, Media and Subtitling, Software Localization