



## SHARON S. L. TOH *MITI, MCIL, PGDipTrans, BEng, DipAcctg*

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**CHINESE <> ENGLISH TRANSLATOR AND CULTURAL CONSULTANT**  
**ENGLISH TECHNICAL/SCIENTIFIC/BUSINESS COPYEDITOR AND WRITER**

卓雪倫

*Culturally Attuned Chinese/English Solutions™*  
*Bilingual Engineer Linguist with IT and 12+ year China Experience*

Operating as an independent full-time freelancer, I offer a variety of **high-quality culturally-attuned professional solutions** to assist my clients with bridging the intercultural communication gap **between Chinese and English**.

My **main competitive advantages** are summarised as follows:

- ❖ Assessed by the Institute of Translation and Interpreting, UK (ITI) to be **competent at translating at a professional level between Chinese and English** and **officially qualified to provide certified translations** using the ITI seals
- ❖ Ethnic Chinese born, bred and educated entirely in a multilingual and multiracial society with English as the primary medium of communication
- ❖ 12+ years of *living-and-working experience and immersion* in a predominantly Chinese-speaking environment, namely mainland China and Taiwan
- ❖ Science and engineering educational background with substantial working experience in IT and specific fields
- ❖ Committed to providing quality service with attention to details

### So how can these bring significant benefits?

#### ① Ethnic Chinese with bilingual and bicultural background

A Singaporean of Chinese descent belonging to the [Hokkien/Minnan](#) dialect group, I was born, bred and educated entirely in [Singapore](#), a multiracial, multilingual and multicultural country and a former British colony. All native-born Singaporeans from around my generation onwards receive [bilingual education](#) from a very young age, where English is the medium of instruction for all non-language-related subjects and is taught as a [first language](#), and the ethnic mother tongue is taught alongside English as either a second or first language. In addition, English is the official language and *lingua franca* of Singapore.

**Advantage:** Genuine native-level proficiency in reading, comprehending, writing and communicating in **English and Chinese**. Be it Chinese into English or vice versa, I have an **excellent grasp and understanding of the source language** and the **ability to write fluently and naturally in the target language**.

#### ② 12+ years of experience and immersion in China and Taiwan

I lived and worked mostly in mainland China and Taiwan for more than 12 years from mid 2001 until late 2013. This, together with my racial and cultural background, gave me exposure to a predominantly Chinese-speaking environment, where I gained extensive practical experience in comprehending and writing all sorts of Chinese documents, be it mainland or overseas Chinese style.

**Advantage:** Extensive practical experience in **comprehending and writing** documents in **different varieties of Chinese**, as well as a **thorough understanding of the local context** in most Chinese-speaking countries or regions.

#### ③ Commitment to quality service with attention to details

It has been increasingly necessary to express and communicate accurately with people across borders and cultures. Low quality translation will result in a communication barrier between you and your target audience. I **always ensure** that my translation will not only accurately convey the essence of your ideas, but also capture the style and tone of the original manuscript as well as increase its readability. In addition, I am able to localise and adapt your contents for different locales.

Even for fields that I am not particularly familiar with, I **always make it a point to carry out background research** before commencing any work.

My commitment to my clients is to provide **accurate, quality service** that will meet their needs. **Providing quality service is my top priority!**

**Advantage:** High quality service that brings about **end user satisfaction**.

#### ④ Science and engineering educational background with substantial working experience in IT and specific fields

Alongside *two postgraduate diplomas in translation* from Chinese into English and from English into Chinese from the Institute of Linguists Educational Trust, I hold a *Bachelor's degree in Electrical Engineering*, with specialisation in Computer and Communications and a minor in Management of Information Systems, from the National University of Singapore, and a *Diploma in Accounting* from the London Chamber of Commerce and Industry. Prior to my university education, I had been educated entirely in the science stream, whereby all pure science subjects were taught thoroughly.

My educational background has, thus, enabled me to have **at least basic knowledge in most fields of specialisation and extensive domain knowledge in specific fields**. As many people know and would agree, science and engineering education develops **sound research and analytical abilities**. This has proven to be an essential skill needed for translation.

Prior to becoming a full-time freelance translator, I was working mostly in the IT industry (currently still keeping in touch with the industry), and was involved in various roles, including, among others, administrative, secretarial and HR work, finance and accounting, general management, project management, sales and marketing, application/software development and consultancy, system administration and technical support, itinerary planning and arrangements, and manufacturer and product sourcing.

**Advantage:** Along with my language skills, educational background, professional training and work experience, I **can work with written texts or oral recordings belonging to almost any area or field of specialisation**, and am **equipped with real domain knowledge in certain specific fields**.

## BACKGROUND & QUALIFICATIONS

### Brief Particulars

Full Statutory Name: Toh Sek Lune Sharon (*Surname: Toh*)      Nationality: Singaporean  
 Place of Birth: Singapore      Current Place of Residence: Singapore  
 Race/Ethnicity: Chinese      (Chinese) Dialect Group: Hokkien

### Language Background

- English – *first and dominant language*
- Chinese (Mandarin and Hokkien) – *ethnic tongue*

N.B. See explanation on the first page regarding my bilingual background.

### Language Proficiency

- **Reading and Writing:** English, Chinese (Simplified, Traditional and Southern Min)
- **Listening and Speaking:** English, Mandarin, Hokkien (a.k.a. Hoklo, Minnan, Southern Min and Taiwanese)

### Accreditations & Certifications

- **ITI Qualified Translator**  
*Institute of Translation and Interpreting, UK*  

Assessed Language Combination	Date Attained
<a href="#">Chinese to English</a>	November 2013
<a href="#">English to Chinese</a>	March 2014
- **ProZ.com Certified PRO**  
*ProZ.com Certified PRO Network*  

Certified Language Combination	Date Attained
<a href="#">Chinese to English</a>	12 April 2012
<a href="#">English to Chinese</a>	9 May 2014

### Professional Memberships

- **Chartered Institute of Linguists, UK | Member (MCIL)**  
*February 2014 – Present*  
**Languages of qualification:** English, Chinese (Mandarin)
- **Institute of Translation and Interpreting, UK (ITI) | Qualified Member (MITI)**  
*November 2013 – Present*  
**Assessed language combinations:** Chinese to English, and English to Chinese  
*Note:* As a Qualified Member of the ITI (MITI), I am officially qualified to provide certified translations using the ITI seals for my assessed language combinations (as stated above).
- **American Translators Association | Active/Corresponding Member**  
*January 2011 – Present*
- **Institute of Electrical and Electronics Engineers (IEEE) | Member (MIEEE)**  
*July 1996 – Present*  
 Also a member of IEEE Professional Communication Society (PCS)
- **Institution of Engineers Singapore (IES) | Member (MIES)**  
*July 1996 – Present*

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## Educational Qualifications

*Translation Related:*

- **QCF Level 7 (Postgraduate) Diploma in Translation**  
**IoL Educational Trust (IoLET), Chartered Institute of Linguists, United Kingdom**  
**Language Combination:** Chinese to English  
- General, Technology, Science  
- Scored a **Distinction** in written translation of a semi-specialised **Technology** text  
**Language Combination:** English to Chinese  
- General, Business, Science  
- Scored a **Distinction** in written translation of a semi-specialised **Science** text

*Non-Translation Related:*

- **Bachelor of Engineering (BEng), Electrical Engineering**  
**National University of Singapore (NUS)**  
**Specialisation:** Computer and Communications  
**Minor:** Management of Information Systems  
**Dissertation:** Examining the Use of Interactive Voice Response over the TCP/IP Network  
**Compulsory Non-core Modules:** Economics, Financial Accounting, Sociology, Human Resource Management, Management and Law  
**Elective Modules:** Chinese History and Culture, Human Performance and Engineering Psychology
- **Level 3 Group Diploma in Accounting**  
**London Chamber of Commerce and Industry (LCCI)**  
**Modules:** Book-keeping and Accounts, Accounting, Cost Accounting, Business Statistics

*Secondary School and Junior College (Pre-University) Education:*

- **GCE A Level (Singapore-Cambridge General Certificate of Education Advanced Level)**  
**Subjects:** Mathematics C (with Special Paper), Further Mathematics C (with Special Paper), Physics, Chemistry  
AO Level: General Paper (essay writing), Chinese
- **GCE O Level (Singapore-Cambridge General Certificate of Education Ordinary Level)**  
**Subjects:** English Language, Chinese, Mathematics D, Additional Mathematics, Physics, Chemistry, Biology, Geography, English Literature

## Work Experience

- My full profile, which includes details of my **past work experience**, can be **viewed on LinkedIn** at <http://www.linkedin.com/in/sltoh> (available only to connections within my extended LinkedIn network).
- I started my career in late 1998. **For slightly more than a decade prior to becoming a full-time freelance translator** in mid 2009, **I was working mostly in the IT industry** (currently still keeping in touch with the industry), and was involved in various roles of the following nature:
  - Administrative, secretarial and HR: All sorts of administrative, secretarial and HR work, including translation of various work-related documents;
  - Finance: Bookkeeping and preparation of financial accounts, tax filing;
  - Company setup and general management;
  - IT sales and marketing: Drafting contracts, preparing quotations, proposals and responses to tenders;
  - Web-based applications/software development, consultancy and project management;
  - IT system administration and technical support;
  - Travel itinerary planning and arrangements;
  - China manufacturer and product sourcing
- Additionally, I have been serving as a **moderator at TranslatorsCafe.com**, the second-largest online portal for translators and interpreters around the world, **since March 2011**. I moderate members' discussions on the web site daily, as well as provide linguistic and/or professional advice to members and participate in the Board discussions over member or site-related affairs whenever required.

I am responsible for moderating the following forums or sections of the web site:

- Language-specific discussion forum: Chinese
- TCTerms Terminology Help forum: Chinese/Mandarin <> English, Chinese/Mandarin > Chinese/Mandarin, and English > English pairs

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## TRANSLATION & RELATED SERVICES

- I have been working as a **full-time freelance** translator translating between Chinese and English **since 2009**.
- From around 2002 until mid 2009, I have occasionally undertaken Chinese into English translation work, mainly for clients in China, on a compensated basis. Besides, my full-time job during this period required me to translate between Chinese and English from time to time.

### Scope of Services

From time to time, I have worked with different clients worldwide, agencies and direct clients alike, to **provide services including, but not limited to:**

- Document translation and/or transcreation
- Translation review, editing and proofreading
- Translation reconciliation
- Forward translation
- Back translation
- Content localisation and adaptation
- Copyediting of English technical, scientific or business texts
- Technical writing
- Audio/video transcription and/or translation (incl. subtitling)
- Website translation and/or localisation
- Software user interface translation and/or localisation
- In-country linguistic validation and pilot testing of patient/clinician-reported outcome instruments
- Intercultural or bilingual communication consultancy
- Linguistic project management

### Certification

I can, upon request, provide a **Letter of Certification**, or if required, an **affidavit** affirmed in the presence of a Commissioner for Oaths or a Notary Public (whichever applicable), attesting to the accuracy of my translation or any other work. This service is subject to separate charges.

### Working Languages and Locales

#### Translation / Transcreation:

- Simplified/Traditional Chinese <> English
- Chinese Southern Min <> English
- Simplified Chinese <> Traditional Chinese
- Chinese Southern Min > Simplified/Traditional Chinese

#### Transcription:

- English
- Mandarin
- Southern Min (a.k.a. Hokkien/Hoklo/Taiwanese)
- Other Chinese dialects (in collaboration with speakers of the dialects)

#### Copyediting / Technical Writing:

- English
- Simplified Chinese

#### Localisation and Adaptation / Linguistic Validation & Cognitive Debriefing:

- English for Singapore
- Chinese for Singapore

**Chinese Locales:** The two Chinese language scripts that are now commonly in use are the Simplified and Traditional versions. Their character sets and terminologies are different when used in differing geographical regions; for example, mainland China favours the simplified version while Hong Kong, Macau and Taiwan use the traditional style. My background enables me to work with both versions and most local varieties.

**English Locales:** As someone who was educated and grew up in Singapore, unless requested otherwise, I generally write Standard Singapore English, which is predominantly British English. I am aware of the differences between British and American English and can, therefore, write American English if required.

### Subject Areas

Owing to my professional training, educational background, previous work experience and sound research and analytical abilities, I can work with materials belonging to **almost any** area or field of specialisation.

See the Portfolio section below for a non-exhaustive breakdown of the kinds of materials I have translated from time to time over the years.

## Portfolio

Over the years, I have from time to time translated a variety of materials, **including, but not limited to:**

- **Science & technology:** IT, Internet, Computer software and hardware, Engineering, Electronics, Power, Automotive, Aviation, Shipping/Marine, Construction/Architecture, Physics, Chemistry, Biology, Biochemistry, Environment, Agriculture, Geology and Mining, etc.; including, among others, essays and research papers, standards, patents, research reports, test reports, test methods, drawings, specifications, proposals, guides and manuals.
- **Medical & pharmaceutical:** All sorts of medical records/case notes/reports, medical bills and itemised statements, patient-reported outcome (PRO) instruments, informed consent and other clinical trial related documents, regulatory notices, physician-patient communication, healthcare and other medical-related product brochures and FAQs, healthcare service brochures, public-oriented medical articles, etc.
- **Legal:** Contracts, agreements, appeals, proceedings, complaints, subpoenas, warrants, verdicts, laws and regulations, corporate compliance, company procedures, etc.
- **Financial:** Market commentaries, financial statements, payroll, accounting, taxation, audit reports, investment, insurance, banking, etc.
- **Market research:** Survey questionnaires, survey responses, survey reports
- **Business & marketing:** Business correspondences and documents, corporate profiles, annual reports, forms, advertorials, press releases, case studies, product brochures, newsletters, etc.
- **Tenders:** All sorts of tender-related documents such as, among others, Call for Tenders, Requests for Quotations, proposals, quotations and contract awards
- **Corporate:** Administrative paperwork, certificates/licences/permits, corporate communication, human resources, training, etc.
- **Arts and humanities:** Art, social science, music, religion
- **Leisure and fashion:** Tourism, hospitality, entertainment, fashion, wine and culinary
- **Beauty and care:** Product write-ups, advertisements, etc. on cosmetics and beauty products
- **Education:** Educational testing, educational service write-ups, school-student communication, school-parent communication, etc.
- **Personal:** Letters, CVs, events, etc.
- **And many other uncategorised materials**

Samples can be compiled on request, subject to my availability. Some of my translation works have been published or are available online.

## Turnaround

Due to quality reasons, I can, on average, translate 2,000 English words or 3,000 Chinese words a day. The actual turnaround time may vary, depending on the complexity of the text and my availability. For all other kinds of work, it will be determined on a case-by-case basis.

## Availability

Being an independent freelancer, I am available any time, as long as I do not have any prior engagement with other clients. Please check with me whenever there is any requirement.

## Software

Other than standard Microsoft Office programs, I can work with the following programs (the list is **non-exhaustive**):

- MemoQ;
- SDL Trados;
- SDLX;
- Microsoft Visio;
- Microsoft Publisher;
- Adobe Acrobat;
- Adobe Photoshop;
- Adobe Illustrator;
- Adobe InDesign;
- Adobe Dreamweaver;
- Adobe Fireworks;
- Adobe Flash;
- Macromedia Freehand;
- CorelDRAW



## TESTIMONIALS

I have listed below some of the testimonials or recommendations received from my satisfied clients or peers. As I do not update this list, please check out the feedbacks linked to my professional profiles at [TranslatorsCafe](#), [ProZ](#) and [LinkedIn](#) for the latest, updated versions, if any.

"Sharon has handled some of our toughest, most intricate and technical projects. Most notably, Sharon was the lead translator for a very important project for the Chinese government entitled, "Pharmaceutical Industry Standards: Water for Hemodialysis and Related Therapies." That was a tough assignment (36 hour turnaround), and Sharon's translation was flawless. The proofreaders and editors were all amazed at the work product Sharon produced. They didn't make a single change. I cannot say enough about the professionalism, honesty, and integrity of Sharon. Her command of the English language is amazing and she always deliver her projects ahead of schedule, which streamlines the entire process. She is an asset to AIML and I know she'd be an asset to any company she worked for. She is a pleasure to work with."

**Top qualities:** Great Results, On Time, High Integrity

(LinkedIn Recommendation)

"Sharon delivered a flawless document ahead of schedule. What more could one ask for? We will definitely use Sharon's services again in the future."

(TranslatorsCafe.com Hall of Fame and Shame)

— Brent Helms

Partner at Alabama Institute of Modern Languages, USA

"Sharon is a translator with deeper IT skills who emigrated from Singapore to Xiamen, China 10 years ago. Her English writing skills outclass most American holders of a bachelor's degree. She has a strong sense of tact and her grounding in both the mindsets of Singapore and Mainland China make her a valuable source of insight into the Asian mindset as well as a capable translator.

For me, she is a translation colleague to whom I have outsourced translation work that secured positive review from end users on the Mainland.

Ms. Toh is among the few who can work to acceptable standard, or better, into and out of their mother tongues between Chinese and English."

**Top qualities:** Great Results, Personable, High Integrity

(LinkedIn Recommendation)

"Ms. Toh turned in a competent polished professional product on time. The end user spontaneously rated Ms. Toh's translation as "very good" with a warm quiet nod and smile."

(TranslatorsCafe.com Hall of Fame and Shame)

— Arthur Borges

Freelance Translator and Instructor at Henan University of Technology, China

"We have proofread your translation. We are satisfied that the level of your English is that of a mother tongue speaker."

(Translation feedback via email)

— Catherine Roussel

Project Manager at Soget S.R.L., Italy

"I have hired Sharon for translation and proofreading work for Chinese for Malaysia. She is prompt and pleasant in her correspondence and always has the work completed by the requested deadline. Furthermore, her work is excellent and is always of the highest quality. I continue to hire Sharon based on these qualities."

(LinkedIn Recommendation)

— Brianne Gergovich

Senior Translation Coordinator at Oxford Outcomes, An ICON plc Company

"Good translator from Chinese into English. Highly recommended!"

**Top qualities:** Good Value, On Time, High Integrity

(LinkedIn Recommendation)

— Marie Zhang, Owner at Alliance Culture, France

"I am pleased to provide a reference for Ms. SHARON TOH: Her qualifications and performance for translation of ENGLISH > CHINESE are highly PROFESSIONAL! I have absolutely no hesitation to work with her again."

(TranslatorsCafe.com Hall of Fame and Shame)

— Dan Danien, Petror S.A.R.L., Canada

"Sharon has an excellent command of both Chinese and English languages. She also showed high professionalism in our cooperation. I am sure we will outsource more work to her."

(TranslatorsCafe.com Hall of Fame and Shame)

— Vivian Lee, Project Manager at TranslationTop, Shanghai, China

"Reliable, professional, excellent translations!"

(ProZ's Willingness to Work Again (WWA) Entry)

— Sonja Kirschstein, Project Manager at AA Translations, Spain

"Sharon helps me whenever she can with linguistic name checks in Mandarin [Singapore]. I would not hesitate to work with her - Sharon [and her friends] did offer me an extensive support in a rather difficult situation once, which I will remember for a long time... Best wishes."

**Top qualities:** Great Results, Expert, Creative

(LinkedIn Recommendation)

— Marcin Bijak, Project Manager at Transatlantic Translations, USA

"Thank you for your professional attitude and outstanding translation."

(ProZ's Willingness to Work Again (WWA) Entry)

— Roland Racz, Project Manager at Business Team Translations, Hungary

"Sharon is one of most excellent linguist competent for translation between Chinese (either traditional or simplified) and English I've ever met during my professional life. As a native speaker both in English and Chinese, her command of English and Chinese language is amazing. Furthermore, Sharon is proficient in IT skills and can deal with CAT problems excellently. IMHO, she deserves any recommendation for Chinese to English (or vice versa) works and is competent for leading any of large translation projects."

(LinkedIn Recommendation)

— Renli Liu, Freelance Translator, China

"I highly recommend Sharon for quality translation. Aside from language and translation skills, Sharon contributes regularly to the field through her active participation, both as a forum participant and moderator, on translation portals. I have collaborated with her on a number of projects and she gives good and clear instructions; payment is also prompt."

(LinkedIn Recommendation)

— LAU Wei Tsinn, Freelance Translator, Singapore

"Sharon is a very hard worker and I would be very glad to have the chance to work with her again!"

(LinkedIn Recommendation)

— Jeff Keller, Freelance Translator, USA