

Hsin-Hsin Chang

Mobile: 0921070301

E-mail: b98102026@ntu.edu..tw

Personal Statement:

A highly motivated and responsible multi-tasker who has a keen eye on details and a bright, enthusiastic worker with excellent verbal and written ability, equipping great communicative skill. A confident quick learner and considerate logical-thinker and a team-player. Very good organizational and administrative skills equipping with IT knowledge and have a passion for writing, translating and editing.

Education and Qualification:

★Sep '14 – Sep '15 University of Reading

MA of Children's Literature (merit)

- Courses: 18th – 21st c. UK CL history, American CL, Popular form: from film to toy, Folk tale and myth, gaining critical thinking and analytical skill
- Dissertation: Art & Education in picture books (merit)

★Sep '09 – Jun '14 National Taiwan University

BA of Foreign Languages and Literatures (87.09/100)

- British, American, and European Lit, Russian & Japanese, building written and verbal English, Training both logical and creative thinking, data analysis ability
 - Graduate essay: Diversity of Illustrations in different versions of Thumbelina
- Art and Design Programme

Work Experiences:

★ Currently a freelance translator and editor (From English to Chinese and vice versa)

★Oct '15 – Oct '15 Sweet & Maxwell (Thomson Reuters)

Two-week work placement intern

- Proofreading, promotion conference assistant
- Very helpful, able to finish the tasks on time, no complain for routines, spotting faults others didn't, able to work long hours and concentrating on details

★Apr '14 – Jun '14 Trainee of Taipei Art Economy Research Centre (TAERCentre)

- Translating international art fair news for target readers
- Compiling information about local art activities and education for researchers

★Sep '11 – Jun '14 NTU Alumni Bimonthly

Part-time editorial assistant

- Copy-editing, proofreading, website and data managing, mail managing, receiving phone calls and other general admin
- Most trusted assistant, able to solve web problem and other problems quickly

Voluntary and Extracurricular Activities:

★Nov '15 – Reading Oxfam bookshop

- Customer service, book allocation and arrangement, responsible for Children's book section
- Basic knowledge of market research and pricing

★Jul '12 – Aug '12 Trainee in AIESEC Tunisia

- Helping teachers in local private summer school teach English, French, and Mathematic.
- Holding activities such as singing and cultural interaction

★**Aug '09 – Feb '12 Academic branch of Student Association of the Department**

Leader/ Member

- Organising and guiding members, communicating and collaborating with other branch's leader and conducting the 1st Reading Workshop and DFLL Book fair
- 2011 Art manager of DELL Night and PR team member for department activities
- Able to liaising with speakers, book providers, professors, copy-writing, planning and designing projects, strong team-player, online promotion or designing leaflets

★**Sep '10 – Apr '11 Volunteer of Taipei Flora Expo**

Fixed point guide using both English and Mandarin

★**Sep '09 – Jun '10 Department Publication *Pioneer***

- Editor of 2010 issue: organizing, and editing the whole magazine, receiving wide praising
- Member in 2009 issue team: making a report on interviewing professor, typesetting allocated parts

Personal Skills:

- ★ Proven proofreading, copy-editing and translation skills demonstrate in work experience
- ★ Basic knowledge of publishing industry and passion for book publishing
- ★ Excellent administrative and personal assistant abilities
- ★ Strong interpersonal and communicative skills developed from work experience and extracurricular activities
- ★ Ability to organise various kind of events and my duties and conduct excellent research performance
- ★ Well trained written and expressing ability in English
- ★ Able to work under pressure and preform professionally

Language ability:

- | | |
|----------------------|--------------------------|
| ★ Chinese – Native | ★ Russian – Intermediate |
| ★ Taiwanese – Native | ★ French – Beginner |
| ★ English – Fluent | ★ Japanese -- Beginner |

IT Skills:

- ★ Software: Outlook, PDF pro, Photoshop, Google Doc
- ★ Social media: WordPress, Tumblr, Facebook, Instagram, Google +, LinkedIn, Twitter, YouTube, Pinterest
- ★ Basic understanding of: XML system, HTML, Illustrator, InDesign

Personal Interests:

- ★ **Music:** Able to play piano, violin and guitar; member of University Chorus and Campus Choir of University of Reading
- ★ **Dancing:** Flamenco, Ballroom dance, Argentinian tango
- ★ **Other:** Joining Association of Encouragement of Juveniles' Science, joining Chinese Writing Camp for high school students, involving in animal protection issue and stray animal activities with Lovelife club in NTU, joining half year extracurricular beauty appreciation course on Western history and picture books, Member of the Society of Young Publishers

Reference:

Writing Example (blogs):

<https://bookloverthoughts.wordpress.com/>

<http://lookerinsight.tumblr.com/>