

## **Yi-Chiao Chung**

Place of Residence: Taipei City

Languages: Chinese Mandarin (Traditional-Native & Simplified), English, Taiwanese

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### **Summary**

Graduated from Newcastle University with a MA degree in Interpreting. 10 years' experience in translation and interpretation, specializing in the fields of Business and IT solution implementation. Projects of Contracted Translator/Interpreter include Eastern Home Shopping Co. (Business Management, Finance, Merchandizing), SAP Envision Program (IT & Insurance), and Wallace Editing & Translation Agency for Taipei City Government (Public Administration, Politics & International Relations).

### **SIMULTANEOUS INTERPRETATION**

#### **IT**

- 2019 May SAP Now Taiwan Annual Conference
- 2018 May. SAP Now Taiwan Annual Conference
- 2017 Nov. IBM 2017 Year End Summit
- 2017 May. SAP Taiwan Forum
- 2017 Apr. Global Views Luncheon – FinTech & Digital Transformation
- 2016 Mar, Global Vision Monthly & SAP Taiwan – Seminar of Supply Chain Management vs Asset Re-pricing
- 2015 Oct, Smart Manufacturing vs Red Supply Chain

#### **Public Administration, Politics, International Relations**

- 2018 Jul. 2018 Sports for All & Health Seminar – Building Cities of Sports & Leveling Up Urban Health
- 2017 Sep. Conference on Sport-for-Senior Citizens Policy & Developing active communities and lifestyle
- 2013 Taiwan National Conference on Safe Community Development (Public Policies)
- 2013 Road Safety Seminar

#### **Human Rights**

- 2019 Aug. Labor Notes Asian Regional Conference

#### **Investment & Business**

- 2017 Jan. How to work as a free trader
- 2008 UK-China Innovation and Business-Link Seminar

#### **Politics**

- 2016 Jan, Significance and Impact of Taiwan's 2016 Presidential Elections

#### **Art & Design**

- 2013 Interaction 13 Taiwan, Interaction Design Seminar

### **CONSECUTIVE INTERPRETATION**

#### **Public Administration, Politics, International Relations**

- 2019 Oct Fire Department of New Taipei City Gov. receiving Delegation of Butuan City Government
- 2019 Jul. Taipei Mayor receiving interview by PharmaBoardroom
- 2019 Jun. Video Conference, Environmental Protection Administration and American Society of Cosmetics Chemists
- 2019 Jun. 2019 Workshop on Sport-for-All: Key Policies and Implemented Strategies
- 2019 May New Taipei City Department of Environmental Protection
- 2019 May 2019 InnoVex InnoSquare MOU Signing Ceremony
- 2019 May Taipei City Mayor Receiving Visit from Eindhoven City Mayor

- 2019 May New Taipei City Mayor Receiving Visit from New Zealand Commerce and Industrial Office in Taipei
- 2019 Apr. Taipei City Mayor Receiving Visits from the Swiss Foundation for Democracy
- 2019 Mar. Taipei City Mayor Receiving Visits from Prague Mayor
- 2019 Mar. European Chamber of Commerce Annual Luncheon with Taipei City Mayor
- 2019 Feb. New Taipei City Mayor receiving visits from Representative of Australian Office, Taipei
- 2019 Mar. Taipei City Mayor Receiving Visits from Utrecht Deputy Mayor
- 2018 Nov. Taipei Deputy Mayor receiving visits from Deputy Governor of Jakarta Capital City, Indonesia
- 2018 Jul. 2018 Sports for All & Health Seminar – Building Cities of Sports & Leveling Up Urban Health

#### **Business**

- 2019 Sep. Real Estate Joint Venture Project, Dali Development Co.
- 2019 Aug. Sales Meeting, Delicia Limited
- 2019 Jul. SofyDog Pet Food Company
- 2019 May 2019 InnoVex Hong Kong Science and Technology Park Presentation
- 2019 Jan. SofyDog Pet Food Company
- 2018 Aug. SofyDog Pet Food Company - Business Negotiation
- 2018 Jul. Mayor of Tauranga City, New Zealand, visiting Taipei City Gov officials
- 2018 July. B. Happy Corp. Business Meeting
- 2017 Sep. SofyDog Pet Food Business Negotiation
- 2016 Nov. SofyDog Pet Food Business Negotiation
- 2016 Apr. SofyDog Pet Food Business Negotiation
- 2009 UK-China 400: An Exchange of Future Leaders
- 2008 Scotland-Tianjin Business Workshop

#### **Environment Protection**

- 2019 Oct. Visit on Waste Recycling Companies, Circular Economy Summit Delegation , Environment Protection Administration

#### **Energy**

- 2019 Jul. Product Presentation to Taiwan Power, Energy Pool

#### **Agriculture**

- 2019 Apr. Workshop on Technology Application for Resilience in Agriculture, International Cooperation and Development Fund

#### **Art & Design**

- 2019 Oct. Workshop on Creative Economy Development, International Cooperation and Development Fund
- 2018 Nov. Elgon - Training Seminars on Hair Products to Sales Reps and Distributors in Taiwan

#### **Engineering**

- 2018 Sep. 2018 Sep. Maurer – Vendor Presentation – Danjiang Bridge Construction Project

#### **Medical**

- 2014 Cosmetic Medicine Seminar
- 2008 May – Dec Health Clinics, Community Interpreter in Newcastle and Glasgow

#### **TRANSLATION (FREELANCE)**

- 2019 Oct. Translation on Presentation Material, Circular Economy Summit, Environment Protection Administration
- 2019 Jul. Microbeads in Ocean, Cambridge Engineering Consultants, Inc. (Environment)
- 2019 Apr. Policy Planning and Implementation of the Enhancement of National Physical Fitness (Public Policy)
- 2019 Jan.-now, Subtitles of Youtube Video Clip, ‘Commercial Break’ (Video Post-Production) [https://youtu.be/\\_ouyyBhcy3A](https://youtu.be/_ouyyBhcy3A)

- 2018 Oct.-now Articles of Patients' Testimonials, Dr. Wen's Clinics (Chinese Medicine)
- 2018 Jul. 2018 Sports for All policies and practices (Public Health)
- 2018 May – now, Freelance/Contract Translator, WritePath (Finance & Business)
- 2017 Sep - Nov Rangee User Interface Localization (IT)
- 2017 Sep Presentation files of 2017 Sports for All Conference (Public Health)
- 2017 Aug Rangee User Interface Localization (IT)
- Translation of Medical Insurance Brochure
- Communispond Online Business Management Course Material
- Translation of Design Concept of Graphic Design products
- National Chiayi University /English Services Emblem Promotion Project
- Website Localisation/ <http://www.30jiamei.com.tw/>

## **WORK EXPERIENCE**

### **Aug. 2015 – Present, Contracted Executive Assistant & In-House Translator, Envision Programme, SAP, Taiwan**

- Arranging meetings, generating status reports, taking meeting minutes, tracking action items, managing itineraries, processing expense reimbursement, and other ad-hoc tasks.
- Interpreting in various settings, including overall program status management meetings, contract negotiation, Core Insurance requirement classification, annual SAP Now conferences on latest SAP products, etc.
- Translating technical and commercial documentations, including media material, software requirements, status reports, meeting materials, correspondence, etc.

### **Jul. 2014 – Jul. 2015, Contracted In-House Translator General Manager Office, Eastern Home Shopping Co. Ltd., Taiwan**

- Interpreting simultaneously and consecutively for company senior management in board meetings, annual shareholders' meetings, vendor conferences, internal meetings, etc. Topics covered Finance, Sales & Marketing, Merchandising, Legal, Customer Relation Management, etc.
- Translating documents, including financial reports, statistical data, meeting materials, correspondence, etc.

### **Jan 2009 – Jun. 2014, Chinese Linguistics Expert/Team Leader KeyPoint Technologies UK, Scotland**

- Managing a team of 4-6 linguists/testers.
- Compiling Chinese linguistic database for the keyboard input methods.
- Writing technical requirements and use cases of Chinese predicative keyboard input methods
- Testing Chinese predicative keyboard input method.
- Reporting product defects.
- Providing product support to and troubleshooting for end users.
- Following up on outstanding user queries.
- Generating Product Support reports
- Email marketing: creating and sending newsletters
- Maintaining KPT corporate and consumer websites

### **Jan. – Jul. 2006, Overseas Sales and Administrative Assistant EPS Bio Technology Corp., Taiwan**

- Handling Product Export

### **Aug. 2004 – Jan. 2006, English Assistant Secretary Mirle Automation Corp., Taiwan**

- Translating FDA regulations.
- Interpreting in meetings and on business trips
- Translating company presentation materials in English

## **EDUCATION**

**Sep. 2006 – Nov. 2008, MA in Interpreting**

**University of Newcastle, UK** *Graduated with Merit*

**Sep. 2000 – Jun. 2004, BA in Applied Linguistics and Language Studies**

**Chung Yuan University, Taiwan** *Graduated with Grade A*

## **CERTIFICATION**

Certified LTTC Chinese English Consecutive Interpreter

## **INTERNSHIP**

June 2008, Observer, the United Nations Office at Vienna, Austria

## **Extra curriculum Courses**

July. 2019 Judicial Interpretation (Level: iCAP 3 equivalent), Taiwan Judicial Court Interpretation Association

Jan. 2014, Teacher Training Program in Chinese as a Foreign Language

May 2009, Diploma in Public Service Interpreting (DPSI) in Scottish Law

## **COMPUTER LITERACY**

Proficient in MS Office Pack

Basic knowledge of Access, Photoshop, Illustrator, Publisher and Trados

## **LEISURE**

Hiking, reading, jogging and films

## **REFERENCES AVAILABLE UPON REQUEST**