

Splendour Obi

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Proven and detail-oriented freelance Translator delivering tangible results. Successfully translates a wide range of materials between Chinese and English, excels in interpreting dialogues, provides linguistic assistance, and effectively promotes services online. Boasts excellent writing skills, extraordinary reading and comprehension abilities, and outstanding time management.

WORK EXPERIENCE

FUTURE GROUP

Feb 2021-Date

Freelance English<>Mandarin Medical/Legal Interpreter

- Provided real-time interpretation for meetings, conferences, medical appointments, and court hearings.
- Ensured accurate translation, preserving the original tone and intent.
- Researched terminology and industry jargon to prepare for assignments.
- Stayed current with industry-specific terminology and cultural nuances.
- Adhered to ethical standards of confidentiality, impartiality, and accuracy.
- Engaged in continuous professional development to stay updated with best practices.
- Facilitated communication for individuals with limited English proficiency, maintaining confidentiality and professionalism.

LIO PLASTIC CO LTD

January 2019 – Dec 2023

Mandarin Translator, Freelance Translator and Administrative Officer

- Performed various translating and interpretation duties, converting Chinese language to English and vice versa, including written text audio files and live presentation.
- Read through or listened to material in English, ascertain and understand the meaning and context of that material and convert it into a Chinese language.
- Ensured translated content conveys original meaning and tone.
- Prepared subtitles for online video presentations.
- Answered queries from employees, managers, and customers.
- Distributed and stored correspondence (e.g., letters, emails, and packages).
- Organized a filing system for important and confidential company documents.

NNAMDI AZIKIWE SECONDARY SCHOOL, AWKA

November 2017 – August 2018

Chinese/Mandarin Teacher

- Taught student the foundation of Mandarin.
- Prepared learning and assessment materials.
- Prepared and assigned homework to students.

- Monitored each student's progress and helped them improve their areas of weaknesses.
- Graded tests and exams for students.
- Updated course materials
- Attended school staff meetings to update them on students' progress.

Skills

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|-----------------------------|------------------|------------------------------|----------|
| Languages | Mandarin | English | IGBO |
| | Professional | Professional | Native |
| Professional Skills | Microsoft office | HTML | Database |
| | Advance | Beginner | Beginner |
| Interpersonal Skills | Communication | time management multitasking | |