

HAYLIE CHANG

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Seasoned experienced bilingual translator who has facilitated 60+ business meetings and conferences between English-Chinese. Fluent in reading, writing, and speaking Chinese and experienced in various international industries.

EDUCATION

School of Visual Arts - MPS Art Therapy, New York, NY 2018
Shin Hsin University - BA Journalism/ double major in Social Psychology, Taipei, Taiwan 2013

LANGUAGES

Fluent in Chinese Mandarin and English

RELEVANT EXPERIENCE

Translator/ Executive Assistant, Taipei, Taiwan 2015 -2016

CNH Industrial

- Facilitated effective communication between Chinese & English speaking parties in both spoken and written forms.
- Translation of documents/letters/presentations from English to Chinese and vice versa.
- Interpreted over 60 business conferences and meetings.
- Updated, processed, and filled of all documents.
- Organized business travels, itineraries, and accommodation for managers.

Freelance Social Media and Web Content Writer / Translator, Taipei, Taiwan 2015

Self-Employed

- Created fresh and exclusive content in Chinese Language on behalf of a foreign website (English language based).
- English - Chinese translation for various topics includes yoga and psychology.
- Proofed and edited articles for the company in order to fit domain sites.
- Researched online for relevant materials.
- Managed keywords inside content.
- Created brand support materials.

Psychology Intern, Taipei, Taiwan 2015 - 2016

Prestige Transformation

- Organized and co-led psychotherapy sessions for diverse adult groups.
- Translated psychology-related articles from English to Mandarin Chinese.

International and Domestic Charity Fundraiser, Taipei, Taiwan 2014 -2015

Good Shepherd Social Welfare Service

- Translated seasonal international reports from English to Chinese.
- Approached individuals, schools, local authorities, shops and commercial organizations for sponsorship and donations.
- Updated organization's works in a blog and social media platforms to the public.
- Promoted the charity and its goals.
- Reviewed and sourced the locations where the event is to be held.
- Planned and organized media conferences and fundraising events.
- Liaised with international, national and trade press professionals in running events.

SKILLS

- Teamwork, communication, conflict resolution and time management
- Experience with content writing in Chinese
- Skilled in MS Office (Word, Excel, PowerPoint) Mac OSX