

ANNIE WONG

Address: Kuala Lumpur, Malaysia

Telephone: +6019-355 2902

Email: anniewong302@gmail.com

Interpreter/ Translator with extensive
Executive Secretarial background

SUMMARY

Translator, Transcriber and Live Simultaneous Interpreter with extensive experience as an Executive Secretary, Personal Assistant and Paralegal. Confident in communicating with individuals at all levels and walks of life. Native speaker in both English and Bahasa Malaysia. Familiar with trademark, copyright and patent filing requirements.

STRENGTHS AND SKILLS

- | | |
|------------------------------------|---|
| • Proficient in Microsoft Office | Excellent verbal and written communication skills |
| • Live simultaneous interpretation | Ability to multi-task with good organizational skills |

EMPLOYMENT HISTORY

Linguist

Vendor at Meta

August 2023 - present

Translating for Platforms including Facebook, Instagram, Threads, WhatsApp)

- Providing translation service for User Interface and Legal matters.
- Currently doing up to 3000 words per day
- Proficient in FbCAT and SmartCAT

Freelance Translator and Transcriber

Jan 2000 - present

- Translating legal documents, promotional material and official letters between English and Bahasa Malaysia according to clients' needs. Current projects include:
 - i. Translation of forms and documentation involving Foreign Direct Investments in Malaysia under the Ministry of International Trade and Industry (MITI), including the Foreign Company Registrations and Company Director/Shareholder forms;
 - ii. Malaysian immigration forms for long term work visa applications and extensions for professionals and their spouses;
 - iii. Environmental Impact Assessment (EIA) reports;
 - iv. Operation Manual for Bosch GPS Navigation System used in the Proton Preve cars;
 - v. Captioning of pop-up advertisements on TikTok for cosmetic and skincare companies;
 - vi. Utility bills, rental agreements and Sales and Purchase Agreements for expatriates in Malaysia;
- Transcribing audio recordings into document format in both English and Bahasa Malaysia.

Executive Secretary cum Personal Assistant to Managing Director

Jan 1995 – Dec 2000

Hamilton Management Sdn Bhd

Construction and project management.

- All secretarial functions including general administrative duties in the office.
- Live simultaneous interpretation at meetings between:
 - i. Australian company directors and Malaysian government officials; and
 - ii. Australian Project Manager and local construction professionals.
- Managing the general clerical staff, dispatch staff and director's drivers.
- Attending project meetings with the Managing Director and thereafter preparing the minutes of meeting for distribution.
- Overseeing the administrative function of ongoing projects, i.e. billings, bank drawdowns, general correspondence with purchasers and bank staff.
- Dealing with the Foreign Investment Committee (FIC) and providing translation (between English and Bahasa Malaysia) of documents for expatriates that the company assisted to invest / work in Malaysia, including visa applications and general immigration issues.
- Handling accommodation and flight reservations including long stay deals with hotels, serviced apartments etc.
- Handling of the cash book and petty cash.

Paralegal

February 1994 – November 1994

Henry Goh & Co.

Legal services in relation to registration of copyright, trademarks and patents in Malaysia.

- Handling all correspondence in relation to copyrights, trademarks and patents registrations with the Registrar of Trademarks, Malaysia.
- Other tasks in the capacity of a paralegal, working closely and often in meetings with the lawyers, clients and staff of the Registrar.
- Performing searches at the Registrar of Trademarks Head Office, manually and online before registration of a new trademark, copyright or patent.

Private Home Tutor

January 1991 – January 1994

General Clerk

January 1990 – December 1990

Stresscon Industries Sdn Bhd

Manufacturer of pre-stressed concrete piles.

- General administrative duties including handling of petty cash and daily updating of bank book.