

# Keith Kwok

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## Professional Summary

A translator and administrative assistant with local experience, exceptional communication and language skills, as well as extensive experience in client services, content creation and language-related tasks. My professional expertise centres around translation, customer services, interpretation and communications.

## Education

### Bachelor of Arts in Translation

Second Class Upper Division Minor in French

The Chinese University of Hong Kong, Sep 2018 – Jul 2022

- Relevant courses: Financial Translation, Government and Public Affairs Translation, Public Relations Translation, Translation of General Legal Documents, Art Translation, Introduction to Computer-aided Translation, Language Studies for Translation, Consecutive Interpreting: Cantonese-English

## Work Experience

### Freelance Translator

MCIS Language Solutions, Dec 2023 – Present

- Translate written materials on topics such as public health, social issues, and finance from Chinese to English and vice versa

### Administrative Assistant

Aucan Immigration Consulting Inc., Nov 2023 – Present

- Provide client services to address clients' needs and questions regarding visa and immigration support
- Prepare and review immigration and study abroad application documents
- Research and analyze immigration and school policies

### Freelance Translator (Simplified Chinese)

Productive Playhouse, Oct 2023 – Present

- Translate video content on social and political issues from Chinese to English

### Freelance Language Services Professional

CanTalk (Canada) Inc., Oct 2023 – Present

- Provide interpretation services on English, Mandarin and Cantonese regarding insurance, finance, healthcare, info-tech and police services

### Corporate Communications Executive

The Hong Kong Institution of Engineers, Sep 2022 – Nov 2022

- Created, translated, edited and proofread weekly online and printed publicity materials and daily social media posts
- Handled production, printing, distribution and online publishing of articles in monthly corporate academic journals and magazines
- Co-ordinated the organisation of several public relations and media relations events with over 50 attendees each time

## Contact



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## Skills

### Professional

Translation  
Interpretation  
Public Relations  
Copy writing  
Content Creation  
Editing

### Technical

Microsoft Office  
Google Suite  
Memoq  
Trados

## Languages

English – Native  
Mandarin – Native  
Cantonese – Native

## Availability

Immediate