

Min Chua

Localization Master's Student, English-Chinese Translator

3+ years in communications and project management in inter-cultural and cross-market settings. Experience in developing and localizing content for corporate and client needs. Passionate about localization and translation of multilingual media, entertainment and brands.

Contact me

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IT / Technical Tools

TMS: Memsource, memoQ, SDL

MS Office: Word, Powerpoint, Excel

Aegisub Subtitling Tool

Adobe Photoshop

Google Suite

Slack

Trello

Languages

English: *Native proficiency*

Chinese: *Native proficiency*

Korean: *Advanced proficiency*

Professional Skills

Account Management

Communications

Project Management

Editing/Proofreading

Creative & Corporate Writing

Content Creation & Localization

Translation

Subtitling

Education

2021 - Present **Master's in Translation & Localization Management**
Middlebury Institute of International Studies
(Monterey, CA, USA)

2018 **Diploma in Business Translation and Interpretation**
Nanyang Technological University
(Singapore)

2012 - 2017 **Bachelor of Business Management**
Singapore Management University
(Singapore)

Translator & Other Work Experience

Mar - Aug 2021 **Translator (English-Chinese, Chinese-English)**
Hiventy Asia (Singapore / Remote)

- Translation of audio and on-screen text for English and Chinese video content for video and TV subtitles in line with Netflix Partner Style Guide
- Worked with Project Managers to contribute to glossary

2019 - 2021 **Senior Public Relations Executive**
2017 - 2019 **Public Relations Executive**
Insider Communications (Singapore)

- Led the account-servicing team to manage PR and marketing projects, including media relations, formulating press releases, pitching and social media content strategy.
- Maintained and fulfilled monthly client metrics through media value reports, content briefs and brand content planners on time and within budget.

2016 - 2018 **Korean-English Translator, Translator Admin**
BTS-TRANS/BANGTANSUBS (South Korea / Remote)

- Translation of audio and on-screen text for Korean TV and video content to be produced as subtitles.
- Oversaw translator team to quality-check translations; ensure consistency in format, standards and key terms.
- Managed project deadlines and maintained translator documentation and style guides.