



Ng Chyng Wei Joy

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◆ PERSONAL

Throughout my life, I have been involved in various interesting and challenging projects. These have honed me to be resourceful, responsible and creative, able to tackle any task with vigour. I believe these qualities will stand me in good stead at any job.

◆ EDUCATION

1998-2002 **B.A. (Honours 2nd Upper Div.)** **National University of Singapore**
(Majors: Chinese Studies, Japanese Studies; Minor: Philosophy; Cross Faculty: Physics)

1996-1997 **GCE 'A' Levels** **Temasek Junior College**
(Subjects: English, Higher Chinese, C Maths, General Paper)

1992-1995 **GCE 'O' Levels** **Dunman High School**
(Subjects: English, English Literature, Chinese, Higher Chinese, Chemistry, Physics, A Maths, E Maths, Geography)

◆ WORK EXPERIENCE

2003 Oct to Present **Translator** **Neopets Inc**
I am the pioneer Chinese translator for *www.neopets.com* and translated the website from English to Simplified and Traditional Chinese. I created a system of translating the database so that the site is more user-friendly to the Chinese users. I am also in charge of user support for the Chinese sites and ensure constructive communication between the site and the users. Moreover, I also play an important role in China related projects where I help co-ordinate site contents with client requests. Under my care, the number of users in the Chinese sites blossomed from nil to nearly 1 million users in one and a half years.

2003 Jan to June **Chinese Language Teacher** **Ministry Of Education**
I taught Chinese at Secondary School level and also discharged duties as a co-form teacher and teacher in charge of the Wushu Sports Club. I liaise with parents and other educators as needed.

1998 Feb to June **Assistant Librarian Officer** **National Library Board**
I catalogued books in the National Reference Library and provided assistance to library users at the service desk.

◆ INTERESTS & INVOLVEMENTS

My personal interests span over a broad spectrum. I like reading, writing, playing music, pottery and martial arts. I love to travel and have travelled independently to various countries. Listed below are some of the activities I have done over the past few years.

- 2001-2002** ***International Friendship Exchange Officer, Peace Boat.***
Planned and organised various activities with the aim of introducing Japanese students on Peace Boat to Singapore culture. Acted as Japanese Interpreter as well
- 2000 Dec** ***Volunteer, NUS with Singapore International Foundation.***
Volunteer expedition to construct a school in a *Hmong* village of Northern Thailand. Also involved actively in fund-raising for project. Acted as Japanese Interpreter between Japanese and Singapore volunteers.
- 1998 July-'99 July** ***Secretary, Fencing Sub-Club, NUS.***
In charge of scheduling for Camps, Orientation Fairs and Sports Fair booths. Provided administrative support and organised various activities for Club.
- 1998 Feb-'98 June** ***Volunteer, Riding for Disabled Association.***
Helped physically or mentally disabled children ride horses, to make them happier and to improve their condition.
- 1996 -1997** ***Editor and Art Director for Temasek Literary Works (Chinese), Temasek Junior College.***
Design and editing of the *Temasek Literary Works*. Collaborated with teachers, members and publishing house on tight deadlines.
- Publicity Manager, Temasek Literary Club.***
Publicity of Club and Club events. In charge of publicity and sale of *Temasek Literary Works* to students and schools.

◆ RELEVANT SKILLS

- Computer Knowledge** MS OFFICE SUITE, Various Web-Editing Software, Various Chinese and Japanese Input Software.
- Languages** English, Chinese, Japanese (JLPT4, JLPT3)

◆ REFERENCES

- Justin Thorne** Director of International Operations, Neopets Inc
justin@neopets.com
- Joanne Chan** Lawyer, Allen & Gledhill Advocates and Solicitors
joanne.chan@allenandgledhill.com
- Lee Teck Chaw** Teacher, Singapore Ministry of Education
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