

Jinyi Pan(Evina Poon)



evina.poon@yahoo.com

(351)914031488

Based in Lisbon, age 27

Working in, principally, the language area, adding my professional experience to the team, academic *background*, high adaptability, and communication skills. Love to learn and share, and always prepare myself for my next professional step. Undertake and participate in all kinds of translation projects, proofreading Chinese-English-Portuguese translations, translating contracts and business materials, interpreting for online and offline events, and so on.

Education

. Post-Graduation:

Masters student in “Brazilian Studies”, *University of Lisbon*

Mar/2022 - present

. Graduation:

Bachelor's degree in English, *Beijing Normal University, Zhuhai*

Sep/ 2014 - Jul/ 2018

Languages

Chinese: Mother tongue

English: Advanced[*TEM-4 (Test for English Major- Band 4); TEM-8 (Test for English Major- Band 8), Ministry of Education of the People's Republic of China, China*].

Portuguese: Advanced

Spanish: Intermediate

Professional Background

. Assistant(ANDRADE CORVO 7, LDA., Lisboa- Portugal)

Jul/2022 - present

Working as an assistant at a real estate investment company, my duties extend beyond contract management, external communication, and negotiation. I am also responsible for Chinese-Portuguese-English translation services. In addition, I simultaneously manage the

General Manager's calendar and prioritizing a high volume of tasks.

. AI Trainer (Outlier, remote)

Jul/2024 - present

Working as a freelance EN - PTBR AI Trainer at Outlier, my role as a contributor entails enhancing the reliability, safety, and accuracy of the Generative AI. I am tasked with evaluating, ranking assignments, and providing justifications across various projects to determine the optimal model responses.

. Translator(TradeChina, São Paulo- Brasil, remote)

8/Dec - 10/Dec/2022

Participated in the 8th CHINA (Brazil) TRADE FAIR as a Chinese-Portuguese translator for three days, served eight Chinese exhibitors per day online.

. Chinese Teacher(ABC IDIOMAS, Porto Alegre - RS, Brazil, remote)

Mar/2022 - Aug/2023

Worked as a Chinese teacher at school, offering online Chinese lessons for brazilians from various age groups. Help them learn and experience Chinese language and culture.

. Factory Prospector (BLK PARTS, Porto Alegre - RS, remote)

May/2021 - Aug/2021

Searched for steel or steel end-product factories and requested quotations, collected the information, translated from Chinese to Portuguese, assembled and organized all in Excel or contacted directly with the superior.

. Streetwear Reseller (Online)

2017 - 2021

In 2017, I started doing business online - buying and reselling streetwear brands - with a partner in China.

. Part-time English Teacher (PALFISH, Guangzhou - China)

Nov/ 2018- Apr/ 2019

Taught English through the *Palfish* application to children, observing the children's performance in English and giving feedback to their parents.

. English Teacher (SHUTOON ENGLISH, Guangzhou- China)

Nov / 2017 - Aug / 2018

Initially worked as a trainee, then became an official contract staff, teaching and, in the meanwhile, offering consultancy of English courses according to the English level of the students.

. Recruiter of English teachers(QKIDS, Guangzhou - China)

Jul / 2017 - Sep / 2017

I started as an intern and worked as a recruiter, auditing qualified candidates from the US and Canada. Participated in evaluating the children's English language proficiency and returned feedback. I also participated in the administration area.

Computer Skills

Microsoft Office, in particular Excel, Word, PDF and PowerPoint

Communication Skills

- Problem solving
- Critical thinking
- Leadership
- Work ethic
- Public speaking
- Teamwork
- Empathy

Personal Interests

- Travel
- Work out
- Fashion & Beauty
- Handicraft
- Netflix & Chill
- Metalhead