

# JANET SO

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Kowloon Bay | 6120 2014 | janet.so@gmail.com

## EDUCATION

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### **City University of Hong Kong, 2011-2014**

Bachelor of Arts in Translation and Interpretation with First-class Honours

### **Community College of City University, 2009-2011**

Associate of Arts in Bilingual Communication Studies (Japanese & English)

## EXPERIENCE

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### **Editorial Intern, Joy Press (International) Ltd.**

May - Aug 2013

- Created and developed engaging daily content for various social media platforms including Facebook, Weibo and Instagram
- Researched and edited 20+ sets of travel and wedding related articles for weekly columns and feature stories
- Liaised with over 20 freelance writers and bloggers via email to ensure regular updates on web content

### **Student Research Assistant, City University of Hong Kong**

May 2012 - 2013

- Assisted in literature reviews, data collection, entry and preliminary analysis
- Translated 40+ sets of responses from Chinese to English and vice versa
- Edited and proofread manuscripts, presentations and other research related materials

## ACHIEVEMENTS

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### **Dean's List, 2011/12, 2013/14**

Dept. of Translation and Linguistics, City University of Hong Kong

### **N2 Level Japanese-Language Proficiency Certificate, 2012**

Japan Foundation, Japan Educational Exchanges and Services

## SKILLS

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Microsoft Office (Word, PowerPoint, Excel & Access)

Adobe Creative Suite (Dreamweaver, Photoshop, Illustrator)

## LANGUAGES

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Cantonese (Native)      English, Mandarin, Japanese (Proficient)