Curriculum Vitae

Full-time Freelance Translator

Henry Shen (Shen Lee Hen)

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NATIVE LANGUAGE:
Chinese Mandarin (Traditional Chinese)

WORKING LANGUAGE PAIR:
English - Chinese

SUMMARY
- Taiwan-based senior translator & editor from English into Chinese
- More than twelve years' experience in translation, editing and proofreading
- Proven records in providing top quality linguistic services to leading business names in the world

SERVICES OFFERED
- Translation/Edit/Proofreading (TEP) processes from English into both Traditional Chinese and Simplified Chinese
- Simplified Chinese conversion into Traditional Chinese, plus QA and terminology change, and vice versa
- Translation quality assessment, QA report

PROFESSIONAL AFFILIATIONS
- Associate Member, the Association of American Translators' Association (ATA)
- Taipei Translators & Interpreters Union Member

SPECIALIZATIONS
- IT (hardware, server, software, printer, digital camera, mobile phones etc.)
- Technical Translations (automobile/medical Instruments etc.)
- Business/Marketing (news release, promotion materials, flyers)
- Legal (contracts/agreements, court summons)

EDUCATION
- Shi-Shin University, 1996

PUBLICATION
- Webster's New World Dictionary of Computer Terms, 6th & 8th edition (Translator of Traditional Chinese version)

WORKING EXPERIENCES
- 2001/4 to present – full-time freelancer
- 2004/4 Joined a team of on-site translators in Dublin, Ireland for a major project from a leading glassware manufacturer

- 1999/4 to 2001/3 – localization specialist of Syzygy Co. Ltd.
- 1997/1 to 1999/3 – part-time freelance translator

EQUIPMENTS
- Pentium Core2 dual PC x 3
- Asus N61VN laptop x 1
- NAS storage, 500G
- 8M xDSL connection
- Laser Printer
- FTP server

SOFTWARE and CAT TOOLS
- O.S & Production:
  Microsoft Windows XP/Vista/7, Traditional Chinese
  Microsoft Office 2003 and 2007, Traditional Chinese
- FTP
  FileZilla Client
- Localization tools:
  Trados 6.5, 8.0, SDLX 2007 Suite, MultiTerm 2007, Wordfast 2.2.0.4, MemoQ
- DTP:
  Adobe Acrobat 9.0
- Content Management System (CMS):
  WorldServer DeskTop Workbench 9.0

DAILY CAPACITY
Translation: Around 2,500 words words/day
Edit: 4,000+ words/day
Proofreading/Simplified Chinese to Traditional Chinese adaption: around 6,000~8,000 words/day, pending quality of original translation

PAYMENT METHODS
Bank Transfer, Paypal, Moneybookers

CLIENT LIST, TRANSLATION EXPERIENCES & PROJECT HISTORY (IN PARTIAL)

IT/Computers:
- **HP:**
Translate product datasheets, such as printers and servers, from English PDFs into Traditional Chinese.
Performed QA checks on Help, Documentation, Software, Firmware…etc.
Generate QA reports on translation quality to PM, and answer vendor queries.

- **Sony Ericsson：**
Translate SE's international website of Taiwan, and to maintain the terminologies as well as to ensure localizability for use in Taiwan.

- **Novell:**
Performed numerous QA checks on Help, Documentation, UI, Software…etc.
Performed script-based software functional test remotely, identify bugs and work on bug fixing for the final release, generate QA reports on translation quality to PM, log software bugs and answer vendor queries.

- **Oracle:**

As a language lead, support internal team members and outside vendors about all the linguistic queries, and technical issues.

- **McAfee:**
Performed QA checks on Help, Documentation, UI, Software…etc.
Generate QA reports on translation quality to PM

- **Apple:**
Performed QA checks on Documentation, UI, Software for iTunes and iPhone
Generate QA reports on translation quality to PM

- **Cisco:**
Performed QA checks on Help, Documentation, UI, Software…etc.
Generate QA reports on translation quality to PM

- **KLA-Tencor:**
As an editor, help to convert Simplified Chinese translations into Traditional Chinese and proofread.

- **SanDisk:**
As an editor, help to convert Simplified Chinese translations into Traditional Chinese and proofread.

- **SoTac:**
Translate LCD user manuals, and successfully coordinated a team of other 6 languages to produce a multi-language manual for the client.

- **HiTrust:**
Translate web pages, white papers about the technology of Digital Certificate, PKI infrastructure…etc.

Automotive/Transpotation:
- **UPS:**
Helped in web localization for traditional Chinese as an editor, maintain glossary and quality control.

- **Chevy:**
Helped in web localization for traditional Chinese as an editor, maintain glossary and quality control.

Healthcare/Medical instruments:
- **Philips:**
Performed QA checks on Documentation for an integrated diagnostic Xray computed tomography system
Generate QA reports on translation quality to PM, and answer vendor queries.

- **Hill-Rom:**
Performed QA checks on Documentation for hospital bed manuals
Generate QA reports on translation quality to PM, and answer vendor queries.

- **Respironics:**
Performed QA checks on Documentation for respiratory masks
Generate QA reports on translation quality to PM, and answer vendor queries

- **MediCare:**

As a translator and editor, help to translate medical flyers and insurance policies

Technical & mechanical:

- **Canon:**

As a translator, help to translate user manual for scientific calculators

Law:

Translated and edited numerous court summons, license agreements, company policy, code of conduct…etc.

Telecom:
- **AT&T**：

As a translator, help to translate user manual for switches, protocols

Business/management:

- **BusinessObjects:**

Project management; define localization scope of software, style guide, terminology creation and maintenance. Schedule and control the progress of linguistic tasks.

- **Prudential:**

As an editor, help to edit weekly newsletters, and to generate editor's report for PM

- **eBay:**

Helped in web localization for traditional Chinese as a translator and editor, maintain glossary and quality control.

Cosmetics/Beauty products/games/others:

- **YSL:**

Translated numerous product PDFs into Traditional Chinese

- **Marketing research:**

Help to translate questionnaire scripts for use in telephone interviews

- **Nokia:**

Help to translate game descriptions for use on mobile phone