

Bin Zhang

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OBJECTIVES

Translation

Interpretation (specializing in telephonic interpretation)

Voice-Over

Language Testing

Marketing Research

Subtitling

And more

LANGUAGES

Chinese and English (Written)

Mandarin, Shanghainese (Written and oral), English (written and oral)

QUALIFICATION HIGHLIGHTS

- Highly organized and detail oriented
- Bilingual Chinese Mandarin & English
- Native fluency in Shanghainese dialect
- Comprehensive knowledge of Chinese political and cultural protocol
- Six years experience in translating various projects such as, documents, letters, statements, instructions, patents, contracts
- Three years experience in telephonic interpretation for over 160 clients worldwide
- Strong sense of urgency and ability to multi-task within tight time frames
- Capable of clearly presenting subject matter to both technical and non-technical audiences in a concise and logical manner

TRANSLATION EXPERIENCE

English<>Chinese (Simplified &Traditional)

Translate, edit and proofread materials for various clients, businesses, organizations and government agencies, including but not limited to the following:

TECHNICAL:

Web sites of various subject matters, computer manuals and operations, software localization, and software testing, medical radiology(manuals relating radiation machines), machinery, botany, industrial equipment, nutritional products, military related documents, ISO 9000 registration documents, manufacturing, patents, pharmaceutical

LEGAL:

Contracts, agreements, patents, consent forms, documents to be presented in courts U.S. District Courts), public notices, worker compensation materials, birth, death, and marriage certificates, immigration documents, auto insurance policies and accident claims, memorandums

FINANCIAL:

IPO materials, annual reports, mutual fund prospectuses, bank statements and documents and banking presentations, tax returns

EDUCATION and INSTRUCTIONAL:

Student handbooks, text books, institutional web sites, school transcript, state unemployment survey, various user manuals (such as cell phones and medical devices), customer service scripts for various companies

PUBLIC RELATIONS, MEDIA and ENTERTAINMENT: art-related documents, press releases, monthly governor's state of the state address, brochures (tourist, restaurant, state parks system), business news, newsletters, announcements, business cards, marketing materials, subtitling for various Hollywood releases and for television programming

HEALTH CARE and MEDICAL:

Health insurance policies, applications and claims, medical forms

INTERPRETATION EXPERIENCE

English <> Chinese (Mandarin and Shanghainese)

Provide mainly consecutive telephonic interpreting for a wide range of clients including, but not limited to government agencies (INS, Social Security Administration, 311), state agencies (Department of Labor, Department of Sanitation, 911, 211, police departments), state prisons, state and local hospitals (medical and psychiatric), telephone companies, utility companies, insurance companies

TEACHING / TUTORING EXPERIENCE

Have provided Mandarin tutoring to students and business people in the United States and English tutoring to students in China

RELEVANT WORK EXPERIENCE:

2004-Present	Interpreter	Tele-Interpreter, Glendale, CA, USA
2003-Present	Interpreter/Translator	Language Service Association Philadelphia PA, USA
2002-Present	Interpreter	New Global Translation Inc. New York, NY, USA
2002-Present	President and owner	TranslationUSA.org, Whittier, CA USA

EDUCATION

B.S., International Business, California State University, Los Angeles (in progress, projected graduation is June, 2007)

B. A., English Language and Literature, 2001, Shanghai International Studies University, Shanghai, China

Business English Translator Certificate issued by the China Daily, 1996, Beijing, China
Economic Management Training Courses, Fu Dan University, 1996 Shanghai, China

MEMBERSHIPS

Active Associate member of ATA (American Translators Association)

Active member of NCTA (Northern California Translators Association)

Member of NETA (New England Translators Association)