

Tai Gan Zhong, Mr. *Expert EN-ZH Translator, a member of Proz.com Certified PRO Network*

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Degree: *B.A. English Language & Literature 1996 – 2000*

O.S./SOFTWARES: *Windows 7, Office 2003, Adobe Acrobat Reader Pro., Winzip, Cuteftp, etc.*

CAT TOOLS: *SDL Trados Studio **2007 & 2017**, SDLX, Wordfast **Pro5**. etc.*

Translation Rate: *from USD0.06 psw; **Proofreading Rate:** from USD0.02 psw/USD15 per hour*

COMPETENT SPECIALTIES

Accounting; Securities; Website Localization; IT (Information Technology); Computers (Systems, Networks, Software & Hardware); Business/Commerce (general); Market Research/Surveying; Advertising / Public Relations; Telecommunications; Tourism & Hospitality; Automotive; Electronics / Elect Eng; Finance (general); Furniture / Household Appliances; Mechanics

PROFESSIONAL EXPERIENCE 14 years

➤ *(Self-Employed) Percy Studio – Shenzhen, China*

May 2006 – Present

Translator, Proofreader & QA/Test Reviewer

I started my freelance career in May, 2006, and successfully developed regular translation/localization services with a lot of international industry leaders including but not limited to Translatemedia, Lingo24, K-International, etc. In addition to taking translation and proofreading services, now I am a QA/Test/Quarterly QA Reviewer for thebigword, Logos Group and Transperfect, helping to improve translation quality and to identify qualified translators.

➤ *CCJK Technologies – Shenzhen, China*

December 2003 – April 2006

Editor-In-Chief & Linguistic Manager

Lead a linguistic team of more than 20 linguists to take various translation projects, and responsible for editing, project QA, translation skills training and style guide preparation etc.

➤ *Yaoshun Language Services – Guangzhou, China*

December 2001 – August, 2003

Senior Translator & Editor

In this Guangzhou Branch of a Hong Kong translation company, I was responsible for translation and editing of various listing documents, such as prospectuses, financial reports and announcements etc., for listed companies in Hong Kong Stock Exchange & Hong Kong GEM.

➤ *Alpnet Technologies – Shenzhen, China*

August 2000- September 2001

Translator, Localization Engineer

In July 2000, I started my translation career at Alpnet Technologies (now consolidated by SDL as its China branch) as a Translator, responsible for online help and operators' manual localization of Dell products, including but not limited to PC/Notebook/Server etc.

A SUMMARY OF PROJECTS COMPLETED OR ONGOING BASIS

CATEGORY	JOB TYPES OR BRANDS INVOLVED
Hardware	Sapphire Mainboards; Intel Chipsets; Badaboom Video Converter; Lenovo Thinkstation; IBM Servers; Dell PC & Servers; Torex DRS-POS; Zacuto Camera Package
Software & Applications	Astaro (security application); Symantec Antivirus; Skype (Messaging); Novell Linux Desktop (OS); HeartBeat Medallia Management Platform; thebigword LanguageDirector; Wax Digital eProcurement Solutions; Globalcrossing Audio Conferencing User Guide; The Machine (Sales) Quick Reference Guide; Vidyo Conferencing
Survey & Questionnaires	ITSI Audit Questionnaires; Aurora Value of Loyalty Rewards Questionnaire; TNS; Triconext Questionnaires; Unilever Market Research; GE Positioning Statement and Marketing Survey; Parent/Carer Survey; Wakefield Council Survery; Twinings Ovo Employee Survey 2007
Tourism	Azzure Beach House; Jumeriah Beach Hotel; Sydney Opera House; VisitBritain; Chic Outlet Shopping; Carlson Hotels; Indigo (Holiday Inn, Intercontinental, Crowne Plaza etc.); Egyptian Tourism; Galaxy Hotel; Marriot Vocation Club; Small Luxury Hotels of the World; Experiencing Bath
Financial, Insurance & Listing Documents	AIG; HSBC; Barclays Banking; AMEX; RBC Investment; GE Shares Plan; Computershare; RCM (UK) Limited Annual Report; Jupiter Asset Management; AllianceBernstein; Allotment of stock acquisition rights; BNP Paribas; Charge & Deed of Transfer of Bonds; Citigroup; ChinaVest; Deutsche Asset Management; GEMS; Henderson Global Investors; Merrill Lynch; Yinmore Group Prospectus
Agreements	Crowdynews Service Agreement; Kingston End User License Agreement; Google AdWords Reseller Agreement; Federal-Mogul's Purchase Order Terms and Conditions; MOU between A61 & Xiandai; CCTV Broadcast Agreement; China Aviation Agreement; China Merchants Bank Sponsorship Agreement; Macquarie Connections HK&China Corp. Broking Proposal
EHS & Company Policies	Siemens Basic Health & Safety Rules; Hunter's Restricted Substance Standards; Oddrobo Software Privacy Policy; Moneybooker Privacy Policy; Luvata Selling Added Value; FedEx Policy on Prohibited Business Practices; Scope of Operations Infor Global Support; BMS Policies & Procedures; Cameron Code of Conduct; Code of Conduct Tyler Xian Xian; Standard Bank Code of Ethics; IT Policy on Appropriate Use of Lehman Brothers – Technology; Wyeth Clinical Project; Byer & Johnson & Johnson Clinical Protocol & Subject Information;
Education & Training	Infimed PlatinumOne Training Manual; Novartis Preventing Bribery e-Training; Monsoon Mystery Shopping Training; Takeda Bootcamp eLearning; Canon Training Module;

Mobile	Nokia Mobile Phones; Sony Xperia; Mophie Case (for Samsung); Neonode Mobile Phones; Meizu&DxO Analyzers
Technical & Industrial	Hamlin Sensor Website & Factsheets; Avery Dennison Monarch Printers; HP Printers; Watkins Wellness; Cascade Welding; GL&V DD 6000 Refiner; Tyco Flow Control; Kinetek Controls; Smiths Detection; Venderlande Industries; Farmington Engineering (sealing and flow control solutions); Bioquell Label Applicator; Honda Engine; AspenTech; Degremont Water Treatment
Government & Utilities	Homes and Housing (Saxon Weald, Bracknell Forest Homes); Transport for London News; Research Report on Poor Housing in Hongkong; Census Rehearsal Booklet; HMP Wandsworth;
Automobile	Jaguar India; Landrover; Bentley
New Energy	Suntech