

Zhen (Ellen) Xu

(Green Card Holder)

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Summary

Years' experience in translation industry, self-disciplined, deadline-oriented, great attention to details, capable of thinking clearly under pressure, extremely responsible.

Language Pair

English-Mandarin

Translation Software

Trados, SDLX Lite, WordFast, Idiom World Server Desktop Workbench

Education

Iowa State University, Ames, IA

Master of Business Administration 05/2010

Beijing Foreign Studies University, Beijing, China

Master of Arts in English Language and Literature, 03/2004

Bachelor of Arts in English (focus: Translation), 07/1997

Language-Related Work Experience

1996 – Present

Freelance Translator/Editor/Project Manager/Quality Manager

for various clients (just name a few):

- Welocalize (US)
(Work with Apple & Google L10N teams as translator and Cisco L10N team as LQA)
- Translatemedia (UK)
(Lead, translate, review and QM Indo-Pacific Defense Forum project, 2010-2018)
- OneWorldLanguage (US)
(Lead, translate, review and QM various projects, including a 300,000-word project in Lean Six Sigma)
- Wordreference.com (US)
(Lead, translate, review and QM the En-Ch/Ch-En dictionary project)

2007 – 2010 Transperfect Translations International, New York, USA

External Quality Manager

- Quality managed more than 500 projects
- Coordinated with project managers, internal quality managers and translation teams to improve customer satisfaction

2004 – 2006 Foreign Language Teaching and Research Press, Beijing, China

Editor, Project Manager & Quality Manager

- Independently managed projects throughout the whole life cycle, from project planning, execution, monitoring to completion.