

## Personal Resume

**Sarah Yu**

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Beijing, China

### EDUCATIONAL BACKGROUND

2000-2004 Bachelor of Arts, (Major: English language) School of Humanities, Nanjing University of Astronautics and Aeronautics

### PROFESSIONAL EXPERIENCE

- *Jul 2004 – Aug 2007* **Cabin & Ground Service Dept., Hainan Airlines Co., Ltd.**

**Position:** Translator/International Agreement Negotiator

**Description:** interpreting for company and department leaders on occasions such as business meetings, travels, and negotiations; translating corporate documents, manuals and contracts; negotiating business agreements with international service providers; collaborating with other departments in opening new international routes.

**Career Highlight:** In 2006, I was dispatched to France as a contract negotiator and chief interpreter/translator for the company delegation to Zurich.

**Reason for leaving:** With a strong passion for translation, I hoped to engage myself wholeheartedly in this field.

- *Sep 2007 – May 2009* **Beijing 21st Century Golden Credit Technology Translation Company**

**Position:** Manager of Translation Department/Chief Proofreader/Trainer

**Description:** Managing 30 translators and proofreaders; formulating and implementing translation and proofreading procedures; formulating and implementing procedures and specifications for quality evaluation and rating of translators; developing translation training programs for new employees and organizing workgroup discussions for translators on a regular basis; translating test files from important clients and proofreading critical translations; managing and maintaining translation memory; introducing project management systems and CATs; helping HR Department recruit qualified translators and build corporate culture and translator teams.

**Reason for leaving:** I got an offer from a global leading translation company that provides better opportunities for career development and chances to learn advanced concepts and practices.

- *May 2009 – June 2011* **Beijing headquarters, Glossa Group GmbH - a well-known German company for localization and translation**

**Position:** Manager of Translation Department (subordinates: 20)/Chief Translator/Proofreader/Key Account Manager/AP Representative, the Localization Industry

Standards Association (LISA)

**Description:** implementing and improving processes of translating, quality assurance, and rating of translators and proofreaders; organizing and coordinating trainings for translator teams on a regular basis; managing localization, translation, interpretation projects for key clients; assisting HR Department in recruiting qualified translators and interpreters; assisting LISA in standards R&D, forums, workshops, trainings and networking in Asia Pacific; drafting and translating important corporate documents.

**Career Highlight:** Nov 2010, Leader/evaluator of interpreter teams for press conferences at competition venues, Guangzhou Asian Games 2010

● June 2011 – October 2014      **Novobabel Information Technology Co., Ltd.**

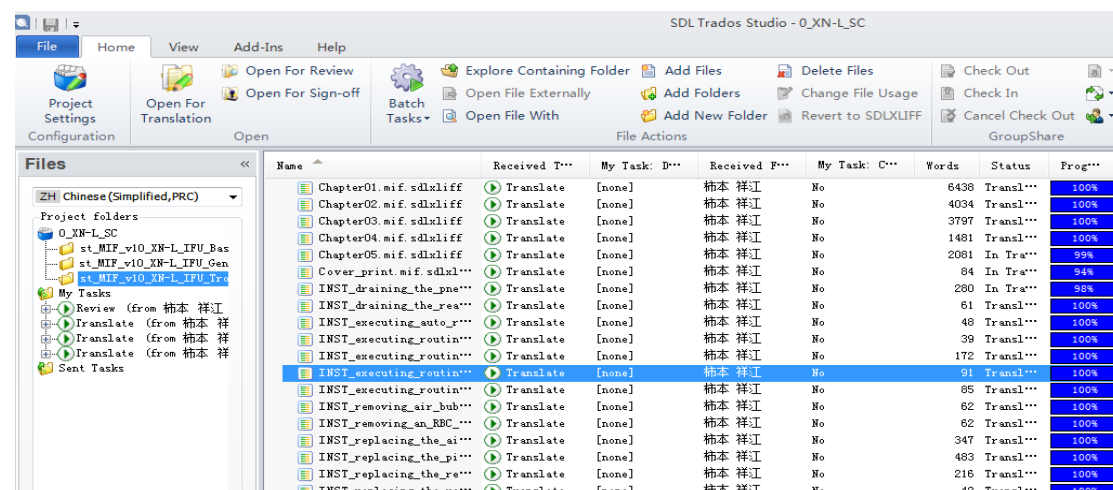
**Position:** Manager of Translation Department (subordinates: 27)

**Description:** formulating and implementing department strategies and plans according to the company's strategic goals; formulating and improving departmental regulations and systems and supervising the implementation thereof; establishing and constantly improving workflows, quality/cost control systems for translation/interpreting projects; interviewing personnel in collaboration with the HR Department; assessing and rating the performance of departmental staff; organizing trainings for departmental staff; performing administrative management of departmental staff; supervising and monitoring the process of project management; reviewing and approving departmental budgets and administrative requests; coordinating with other departments; carrying out ad hoc assignments given by the managing director.

## TRANSLATION QUALIFICATION

China Certified Translator (CATTI)

Working with Trados Studio 2014/2017



Name	Received T...	My Task: D...	Received F...	My Task: C...	Words	Status	Prog...
Chapter01.mif.sdlxliff	Translate	[none]	栢本 祥江	No	6438	Transl...	100%
Chapter02.mif.sdlxliff	Translate	[none]	栢本 祥江	No	4034	Transl...	100%
Chapter03.mif.sdlxliff	Translate	[none]	栢本 祥江	No	3797	Transl...	100%
Chapter04.mif.sdlxliff	Translate	[none]	栢本 祥江	No	1481	Transl...	100%
Chapter05.mif.sdlxliff	Translate	[none]	栢本 祥江	No	2081	In Tra...	99%
Cover_print.mif.sdlxliff	Translate	[none]	栢本 祥江	No	84	In Tra...	94%
INST_draining_the_pne...	Translate	[none]	栢本 祥江	No	280	In Tra...	98%
INST_draining_the_rea...	Translate	[none]	栢本 祥江	No	61	Transl...	100%
INST_executing_auto_r...	Translate	[none]	栢本 祥江	No	48	Transl...	100%
INST_executing_routin...	Translate	[none]	栢本 祥江	No	39	Transl...	100%
INST_executing_routin...	Translate	[none]	栢本 祥江	No	172	Transl...	100%
INST_executing_routin...	Translate	[none]	栢本 祥江	No	91	Transl...	100%
INST_executing_routin...	Translate	[none]	栢本 祥江	No	85	Transl...	100%
INST_removing_air_bub...	Translate	[none]	栢本 祥江	No	62	Transl...	100%
INST_removing_an_RBC...	Translate	[none]	栢本 祥江	No	62	Transl...	100%
INST_replacing_the_ai...	Translate	[none]	栢本 祥江	No	347	Transl...	100%
INST_replacing_the_pi...	Translate	[none]	栢本 祥江	No	483	Transl...	100%
INST_replacing_the_re...	Translate	[none]	栢本 祥江	No	216	Transl...	100%
INST_replacing_the_re...	Translate	[none]	栢本 祥江	No	42	Transl...	100%

\*Trados discount:

Match Category	% of normal price
Repetitions	15%
100% matches	15%
95% - 99%	40%

85% - 94%	70%
75% - 84%	70%
50% - 74%	100%
No match	100%

13 years' experience as a translator, working from and into English in the fields of commerce, law, finance, IT, communications, machinery, electronics, patent, aviation, corporate marketing, pressre leases,literature, Biology, Chemistry, automotive etc; word count of translation amounts to more than 10 million words, quality assured.