

Tiffany Gray · 晓曦 · Portland, OR · tiffany.gray@gmail.com

Chinese to English translator specializing in NGOs and nonprofits, international development, medical equipment, and business with over seven years of translation experience and other professional experience in a variety of fields. Excellent writing and research skills with a sharp eye for detail.

LANGUAGES

Mandarin Chinese (fluent – worked and studied in mainland China for four years)

Spanish (conversational – immersed in Spanish in rural Veracruz, Mexico for several months)

Kazakh (beginning – studied in northwestern China at Xinjiang University)

SOFTWARE

Wordfast Pro, MS Office Suite

TRANSLATION EXPERIENCE

Tiffany Gray LLC, 2014-present

Full time translation and editing of Chinese to English documents and backediting of English to Chinese translations on a variety of topics including religious, medical, and general business

Freelance Translation, 2008-2014

Part time translation and editing of Chinese to English documents and backediting of English to Chinese translations

OTHER EXPERIENCE

Partnerships & Analysis Officer, 2012-2015; Assistant Partnerships Officer, 2011-2012

Mercy Corps (Portland, OR)

Project management and co-design of training and capacity building programs: annual Social Innovators Leadership Program for 20 Chinese leaders; China-US Young Social Entrepreneurs Network

Research and analysis for key projects and strategic agency initiatives: strategic partnerships, NGO sector trends, NGO governance

Lead Editor and Trainer, 2008

Integrascreen (Beijing)

Managed all editing and translation of English-language due diligence reports from mainland China and Hong Kong offices

Conducted training sessions for analysts on report-writing skills

Project Coordinator, Nov 2005-Feb 2006, Dec 2006 – Feb 2007, Dec 2007 – Feb 2008

Latham & Watkins, LLP (Los Angeles, CA)

Managed content development and publication process of firm-wide billing rates reference guide

VOLUNTEER WORK

Guest Speaker, “NGO Careers and International Travel”, USC Department of International Relations Career Roundtable, 2013. Los Angeles, CA

Guest Lecturer, “Ethical Challenges in Humanitarian Work”, Occidental College, 2013. Los Angeles, CA

Volunteer Translator, China Dialogue, 2008-2010. Beijing, China

Program Development Coordinator, Institute for Social and Environmental Responsibility, SIAS University, 2008. Henan, China

Guest Lecturer, “Politics and Ethnicity in Xinjiang”, USC, 2007

EDUCATION

Mills College: Oakland, CA, USA, 2000: Bachelor of Arts in International Relations

Xinjiang Arts Institute: Urumqi, China, 2005-2007: Non-degree study of Chinese and Kazakh languages

Langara College: Vancouver, BC, Canada, 2010: Applied Urban and Rural Planning coursework