

# PING TAN (EN>CH TRANSLATOR)

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## EXPERIENCE

- 06/2005 – Present **Full-time Freelance Translator**  
Taipei, Taiwan
- 02/2001 – 06/2005 **Project Manager/Editor**  
CP Language Institute, New York City, USA
- 09/1994 – 07/1997 **TV Commercial Producer**  
United Advertising Co., Taipei, Taiwan
- 04/1993 – 08/1994 **Post-production Coordinator/Production Manager**  
Hong Kong Film Services, Taipei, Taiwan

## SKILLS

- TRANSLATION **English to Traditional Chinese** (website localization, software localization, arts, healthcare/medical-general, media/entertainment, computer-related, public services, marketing/advertisement)
- PROOFREADING English to Chinese (Traditional)
- CAT TOOL **SDL Trados 2007, 2009; SDLX; Idiom WorldServer**
- SYSTEM **Windows XP, Windows 7**
- SOFTWARE **Microsoft Office 2003, 2007, 2010; Adobe CS5 Master Collection**

## SAMPLE PROJECT LIST

- Non-fiction book ***The Method Method: Seven Obsessions That Helped Our Scrappy Start-up Turn an Industry Upside Down*** (by Eric Ryan, Adam Lowry, Lucas Conley, 2013)
- Website Yahoo! Mail Services (2012)
- Surveys Starbucks, Burberry, DBS Banking...market research surveys (2012)
- Manuals Hitachi Microwave Oven & Daikin Air Conditioner User's Manuals (2012)
- Newsletters UL Newsletters (2012-2013)
- Non-fiction book ***The \$12 Million Stuffed Shark: The Curious Economics of Contemporary Art*** (by Don Thompson; 272 pages; Uni-Books, 2011)
- Audio Script Boston Museum of Fine Arts – Audio Tour Script and Brochure (2010)
- Website MySpace – Website Localization (2009-2012)
- Software PC Tools – Software and Website Localization (2008-2009)
- Manual Dell – Product Manuals (2008)
- Website Nike Taiwan Website and Corporate Communications (2005~2007)
- EN > CH (S) Intel VoIP Products – White Paper and Demo Guide (2005)
- User Guide UPS WorldShip – User Guide, Installation Guide (2006)
- Non-fiction book ***Primary Perception*** (by Cleve Backster;183 pages; Broad Press, 2006)

## HIGHER EDUCATION

- 1997 - 2000 New York Institute of Technology, New York  
**M. A. in Communication Arts, major in TV production**
- 1986 - 1990 National Tsing-Hua University, Taiwan  
**B. S. in Electrical Engineering**