

Cover Letter

Hi there,

This is Lily from China, a Professional **English-Chinese Translator** and **College Professor** with strengths in **Marketing (esp. Internet Marketing), Education, Law, IT & Telecommunications**.

Are all the translators whose **mother tongue** is **Chinese** able to revitalize the language power during translating your language into Chinese? No. Chinese is one of the most intricate languages in the world. Not all the Chinese **native speakers** are the real masters of this language whose charm lies in its glorious history, crafted sentence structures and its profound culture. You need someone who is more than a translator and who:

1. **has acquired proficiency of both English and Chinese language;**
2. has **advanced (rather than basic) Chinese language study** and is **crafted in Chinese writing;**
3. has **profound understanding** of Chinese language, **Chinese culture** and **Chinese market**
4. has a good command of **business** and **marketing** knowledge and sharp insights to market;
5. is experienced and professional in **English-Chinese translation** and **adaption;**
6. is a **computer savvy** and is able to do everything you assigned just right;
7. is **keen on the changes** of the world.

If you need such a translator, come to me and find how I am the right person you are looking for:

- My **B.A. in Business and Trade English, M.A. in English Language and Literature** and **13 years of teaching experience** for college English majors are strong evidence of my mastery of English language;
- My intrinsic interest in Chinese literature, my enormous Chinese reading list and never-ceasing **Chinese literary works creation** experience render me deeper understanding of Chinese language and better writing techniques than average Chinese;
- **8 years of translation experience** (+10 million words translation for such major clients as **State Information Center of China, G&D, FedEx, Dow, Kotler, Alston, Opel, D&B, Subex, ZTE, Huawei, Textappeal**) and **1 year of hands-on experience in online marketing, copywriting and foreign trade** make me a skillful and professional craftsman in revitalizing language power and adding real value to language in **translation, adaption and copywriting;**
- **Business, law and literature education background** renders me a unique insight into the immensity of human civilization and the delicacy of **cultural difference**, and, in particular, the Chinese market.
- My sound **IT skills** and mastery of **graphic applications** guarantees that you get the right kind of electronic files you need.
- My **unwearied truth-seeking work attitude** always engages me in an earnest search of a better rendering of translation, whatever it takes.

Look forward to working with you!

Sincerely,

Lily Xiao

16-3-102 Bixi Community Hanyang District Wuhan 430050 China

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MSN: lilystone@live.com Skype: lilyjoystone

Lily Xiao

A Professional English-Chinese Translator and College Professor Specializing in Marketing (esp. Internet Marketing), Education, Law, IT & Telecommunications

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Skype: lilyjoystone Personal Website: <http://cnmkttrans.wordpress.com/>



Qualification Highlights

- 8 years of translation experience
- 1 year of hands-on experience in online marketing, copywriting and foreign trade
- 13 years of teaching experience for Business English majors, including marketing courses
- Chinese literary works creation with several works published
- Comprehensive education background covering Business and Trade English, English Literature and Economic Law
- Quick turnaround with quality work
- Quick learner with an ability to rapidly understand job requirements, employ right methodologies and deliver optimum results.
- Proficient in information acquisition through Internet and adept at computer work

Specialty Areas

Marketing (esp. Internet Marketing), Telecommunications, Business, Education, Law, Telecommunications, Electronics, IT

Employment History

July 2011-date Head of Internet Marketing and Business Development of Wuhan Kagro Minerals & Chemicals Co. Ltd, a supplier and sourcing agent for agricultural minerals and chemicals, responsible for website design (www.kagrominerals.com), content provision and updating, Internet promotion, B2B webpage construction, foreign clients contacting, ads copywriting, ect.

Jan 2011-May 2011, Head of Editing & Promotion of www.at0086.com, the only integrated service portal for people coming to China, responsible for webpage design, UI review, content provision, translation & revision, glossary and TM maintenance, Internet marketing (SEO, email marketing, blog marketing, buzz marketing, etc), ads copywriting, ads text adaption, creative marketing.

Sep 1998- Jan 2011, Program Director/Assistant Professor of Wuhan Shipbuilding Polytechnic College. As Program Director for Business English Program (3-year college program), responsible for curriculum design, developing and organizing faculty, assessing teaching results, contacting employers and offering career and learning consultation.

March 2004 – date, Translator of Savannah Digital Communications (US), Toptranslation (India), Translatasia (Hong Kong), Clementis (Germany), Textappeal (UK), Hogarthww (UK), engaged in translation, ads copywriting, ads text adaption, creative marketing and having translated more than 10 million words and earned extensive recognition not only for quality, professionalism, efficiency but also for work ethics and cooperativeness.

Feb, 2004 – date, Local Tutor of University of South Queensland of Australia, responsible for teaching the course of *Promotional Management* and communicating and reporting the students' performance to the university

Major Clients

Marketing

- [Dun & Brastreet](#): Market research questionnaires and findings
- [TNS](#): Market research questionnaires and findings
- [State Information Center of China](#): Baseline survey reports
- [ACNielsen](#): Market research questionnaires and findings
- [International Data Corporation](#): Market research questionnaires and findings
- [Dell](#): Print ad & TV ad
- [FedEx](#): Flyers, promotional materials
- [Dow](#): Market research findings
- Datacard: New product ad
- Beijing-based Hotels: Guestbook, Print ads
- Beijing-based Housing Projects: Flyers, Copywriting

Business

- [Giesecke & Devrient](#): Monthly newsletters

- [Kotler](#): Corporate Ethics
- [International Union of Architects](#): Bidding documents
- [Dongfeng Citroën](#): Product manuals
- [ABB Group](#): Industry Standards
- [BEIJING JIANGHE](#): Bidding Documents
- [Actiontec](#): Product Profiles
- [Alston](#): Manuals, Regulations

Education

- Opel: Staff training materials
- [IATA](#): Executive training materials
- Savanna Art School: Prospectus
- Central China Normal University: Prospectus and website
- ANZ: Workshops materials

Law

- K&L Gates: M&A Agreements, Securities Business
- Town House Land (Wuhan): Contract
- Association of the Applied Industry of Production of Food Additives of China: Petition for Appeal
- Medialink Pacific Limited: Agreement
- A leading petroleum company: Share purchase agreement
- U.S. Transportation Security Administration: planning guidelines and design standards
- An American Client: Bond Conditions
- A Shanghai-based construction company: Project Quality Warranty Contract
- Some Shanghai-based Law Firms: Restructuring Agreement, BoD Resolutions
- Real Estate Owners: Property Management Agreement
- Beckman Coutler: Labor Contract

Telecommunications

- Huawei: Manuals, Product Introduction
- ZTE: Manuals, Website materials
- Motorola: Manuals
- Subex: Manuals

Education & Training

Oct 2011, Integrated Internet Marketing Training for Foreign Trade Businesses

July 2008 – Aug 2008, Sydney TAFE Colleges in Australia, Teacher Training Certificate

Sep 2003 – June 2006, Central China Normal University, M.A in English Language & Literature

Sep 1996 - July 1998, Wuhan University, Minor Course Certificate in Economic Law

Sep 1994 - July 1998, China University of Geosciences. B.A in Economic and Trade English

Certificates

Certificate for Senior Translator and Interpreter awarded by Ministry of Personnel of China

TEM 8 (Test for English Majors Band 8, a national English test hosted by the Ministry of Education of P.R. China)

BEC 3 & 2 (Business English Certificate certified by University of Cambridge)

College English Teaching Qualification

Rates & Payment

Rate: Translation: \$0.10-0.15/wd Proofreading and others: \$30-50 per hour

Modes of Payment: PayPal, Bank Transfer, Bank Check, Money Orders

Software

Word Processing and DPT: Microsoft Office (Word, Excel, PowerPoint, Access), Pagemaker, FrameMaker

Translation Memory: Trados Freelance 6.5, YacinCAT 2.5 **Webpage Maker:** Dreamweaver CS, wordpress

Personal Info

Date of Birth: Nov. 3, 1975	Present Residence: Wuhan China	Gender: Female	Marital Status: Married
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Testimonials

Linardos (Greece)

I believe that you have a very good command of the English Language and I will be glad to work with you again in the future.

Lam (Hong Kong)

I want to stress that I have no reservation about your English proficiency but also your working attitude. I am sure that you can do an excellent job on request. I think you are experienced and intelligent enough to form a sensible judgment of what is good work. In Hong Kong, we attach a high price tag to quality of work.

James (US) (Tel: 1.912.721.2151)

I just got word from the client that they are well pleased with all of your work. Thank you very much for your close support. I could not have done this without all of your extra efforts. You are a great team to work with.

Tina (India) (Address: #57 Shivajyothi Layout, 3rd Cross, SAMASANDR PALYA, Adj to HSR Layout, Bangalore - 560 034, Karnataka, INDIA)

Thank you so much for your efficient and quality work. You have been our long-term partner and we have trust in you.