

October 1, 2013

Curriculum Vitae

I. Basic Information

Name: Xianyang Tan
Sex: Male
Date of birth: Jan.22, 1964
Place of birth: Longchang County, Sichuan Province, PRC
Current Add.: Suite 4-1-504, No. 51 East Shuxin Road, Qingyang District(610073), Chengdu, Sichuan Province, PRC
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Paypal account: [69939505@qq.com](https://www.paypal.com/merchot/?_af=69939505@qq.com)
Availability: Round-the-clock, seven days per week



II. Education

1989-1991 Normal English(Bachelor)—Sichuan College of Education, Sichuan Province, PRC
1986-1989 Normal English(College)—Sichuan TV University, Sichuan Province, PRC
1979-1982 Normal English(professional school)—Longchang Normal School, Sichuan Province, PRC

III. Professional Experience

2005.3~now **Freelance Translator**

2004.7-2005.2 **Chengdu Yuyuanqiao Translation Co. Ltd.**
Full-time English-Chinese translator & Trados Tutor: Translation, proofreading and training of other translators on the application of Trados Freelance (6.5)

2003.7-2004.6 **Sichuan Luda Translation Co., Ltd. (a subsidiary body of Sichuan Cuisine College [Sichuan Tourism College]),**
Translation Dept. Manager: Training other translators on English-Chinese translation techniques, translation proofreading and etc.

2001-2003 **China Zhejiang Third-phase Qinshan Nuclear Power Company (TQNPC, the Employer)**
English-Chinese Translator in Translation Sector of TQNPC: translating commercial correspondence, contracts and various engineering and construction technical documents between TQNPC and Canada Candu Company/US BECHTEL Company

1998-2001 **Sino-Italy Wanjiashai Joint Venture (Lot II & III of Shanxi Wanjiashai Yellow River Diversion Project, PRC)**
1999-2001: Site engineer, Xipinggou Sector Chief, interpreter and translator: responsible for the construction of a water passing culvert, Xipinggou Culvert (370m long), English-Chinese interpreting and translation during site construction and various meetings

- 1998-1999: Site engineer, Xipinggou Sector Chief, interpreter and translator:** responsible for the construction preparation, Xipinggou Culvert Construction, as well as English-Chinese interpreting and translation during site construction and various site meetings
- 1992-1998 Sino-Italy Ertan Joint Venture (construction stage, Lot I) of Sichuan Ertan Hydraulic Power Station**
- 1995-1998: Interpreter/office translator/engineering assistant**
work as an Engineering Assistant of Italian engineering experts in open-air excavation and civil works, responsible for the site construction execution as well as interpreting and translation within the department (construction department)
- 1992-1995: English-Chinese interpreter/office translator**
Responsible for the site interpreting and site meeting interpreting between the foreign experts and EEC (Ertan Engineering Company) and the Project Developer, office documents writing and English–Chinese translation
- 1982-1986 Longchang County, Sichuan Province, PRC**
Secondary School English Teacher

IV. Specialization and Translation related Abilities

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|--------------------------|--|
| Specialization | <ol style="list-style-type: none">1. Water resources and hydraulic engineering, Thermal power, Civil works, Piping construction & installation, bidding documents2. Contracts & Agreements3. Mechanics & Electricity, automobiles4. IT, Network & Communications, Software localization5. Auto CAD drawing |
| Office Software | <ol style="list-style-type: none">1. MS-Office(MS-Word, Excel, Powerpoint, Frontpage) 2003/20072. Adobe Acrobat 7.0 Professional3. Macromedia Flash MX3. Auto CAD 20007, Photoshop 8.0 |
| Translation speed | Approx. 3000~5000 English words/10hrs |

V. Translation Tools

1. SDL Trados Studio 2011, SDL MultiTerm 2011 Desktop
2. Kingsoft Powerword 2006; Electronic New-century Dictionary of English-Chinese & Chinese-English
3. Various paper dictionaries of English-Chinese and Chinese-English

Xianyang Tan

