

Beijing Golden Words Translation Co., Ltd.

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OBJECTIVE

Help businesses to promote themselves and their products to reach Chinese speaking audiences by re-writing materials originally in Chinese to fit the specific characteristics of French markets. A Chinese translators Company has been created to help working toward this goal in the fast-growing Chinese market.

PROFILE

- ✓ Detail oriented
- ✓ Able to demonstrate the high levels of motivation required to meet the tightest of deadlines
- ✓ Diversified background in teaching, training and leading teams
- ✓ Excellent team leader/player, though having demonstrated skills in conducting and managing projects alone
- ✓ Highly trustworthy, and ethical, motivated, positive, ambitious
- ✓ Efficient and organized professional with with a highly successful background in the achievement of profitable business growth through the creation and execution of successful sales and marketing strategies
- ✓ Native Chinese Company, fluent in English and fairly fluent in Foreign languages

KEY ACHIEVEMENTS

- ✓ Over 250,000,000 words translated into Chinese in the several fields
- ✓ Conducted the translation of the installment of a Radio Station Base
- ✓ Carried on the entire translation of business correspondences and technical documentation for a Sales company for more than five (5) years
- ✓ Translated speeches, flow programs, information circulars and description of extra activities for the 71st general assembly of Interpol in Singapore + Additional description of a Singaporean police unit
- ✓ Created (and is leading/coordinating) a team of Chinese Translators (Over 400,000,000 words/characters translated)

AREAS OF EXPERTISE

- | | |
|---------------------------------------|-------------------------------|
| ✓ Automotive Industry | ✓ Safety & Security |
| ✓ Mechanical & Electrical Engineering | ✓ Electronics |
| ✓ Construction & Civil Engineering | ✓ Business (Finance, Banking) |
| ✓ IT & Telecommunications | ✓ Sales & Marketing |

EXPERIENCES

2015 – date Translation Company

Below are a few excerpts of major projects I involved in during the recent past years.

- ✓ Automotive Industry: Over 250,000,000 words translated between August 2010 to date. Materials involved include User Manuals, Service Manuals, Electronic Part Catalogs, and cover as various parts as Body System, Transmission (both manual and automatic), Engine, Suspension, etc.
- ✓ Over 3,500,000 words translated in Corporate-related fields, encompassing as various materials as Surveys, Brochures, Assessment Handbook, Tracking Risk Book, Prospectus, and such areas as Banking, Trade (including Forex), Investment Fund, Sales & Marketing, etc.
- ✓ Translated written materials of a Radio Station Base, from the engineering drawings to commissioning descriptions and including Factory Acceptation Test procedures and equipments for Basic Radio Station Base, Handheld Radio Station, In-vehicle Radio Station, etc.
- ✓ 2009: Translated written materials related to the 71st General Assembly of Interpol in Singapore. Documents include speeches, flow programs, information circulars and description of extra activities, plus an additional description of a Singaporean police unit and a PowerPoint tutorial of safety auditing for Singapore Aviation Academy.
- ✓ Carried out various minor to middle-size projects involving
 - Electronics & IT: domestic appliances (TV, radio, DVD Player, phone, digital camera, etc.), professional appliances (printers (both office and large-scale printers), professional camera, multimedia phone, etc.)
 - Construction & Civil Engineering: heavy equipments, urban architecture, security installations, etc.
 - Mechanical Engineering: industrial valves, tank, etc.
 - Safety & Security
 - Heavy Machinery (CAT, John Deere)
 - Video Games (PC games, mobile applications, Facebook applications, etc.)
 - Etc.

TECHNOLOGY SKILLS

Computer Knowledge:

Good ability of using following software:

Operating System

- ✓ Windows 7
- ✓ XP

CAT Tools

- ✓ SDL Trados 2007
- ✓ SDL Trados Studio 2009
- ✓ SDL Passolo 2007
- ✓ SDL Passolo 2011

Publishing Applications

- ✓ Adobe InDesign (CS5)
- ✓ Adobe Acrobat Profesional
- ✓ Microsoft Publisher 2010
- ✓ QuarkXpress 8

Multimedia Applications

- ✓ Adobe Flash Professional (CS5)
- ✓ Adobe Illustrator (CS5)
- ✓ Adobe Photoshop (CS5)

Office Applications

- ✓ Microsoft Office Suite (2003 & 2010)

CAD Applications

- ✓ AutoCAD (2011)
- ✓ Autodesk Alias Automotive (2011)
- ✓ Autodesk Alias Surface (2011)
- ✓ SpaceClaim

Web Development Applications

- ✓ Adobe Dreamweaver
- ✓ Serif WebPlus X4

Internet Browser

- ✓ Microsoft Internet Explorer
- ✓ Mozilla Firefox
- ✓ Google Chrome