



M **e**

Translation & Interpreting

会当岭绝顶

一览众山小

Introduction

- Dear Sir:
- Thanks for the opportunity to work for your company. My expertise are computer, sport, tourism, subtitle, voiceover, dubbing and interpreting. This is my CV.

- Fang min
- 702 Room, 14 building, Huibu district, mass media university, Changsha County, Changsha city, Hunan province, China.
- Cell phone: (0086)15974167067
- E-mail: 45998149@qq.com
- Skye: Muqingying
- URL: <http://myface.com/muqingying>
- Work experience:

- Translation and Interpreter
- 2008.12- Present
- I work as translator and interpreter.
- Friendship International Tourism Company

- 2006.7-2008.11
- I worked as translator in Tourism Company. My main responsibility was help people go aboard.

- 2005.7-2006.4
- Tourism school in Anhua

- I worked in tourism school as a computer teacher which mainly teaches student how to use computer and typing.
- 2004.7 – 2005.5
- Xidong Ting TV station in Changde city
- I worked for post production which mainly responsible for record, edit, polish video and maintain involved equipment function correctly.

Education:

- National defensive university,
- College degree, graduated at 2005
- major: computer and its application.
- Skill: Photoshop, Vegas, Premiere, After effect, Cool edit, 3Dmax, CorelDraw, SDL Trados 2007, Wordfast,

- Rate: \$0.02 per word.
\$10 per hour

SAMPLE OF MY WORK

general commercial:

春风一度月季花开，海河两岸喜逢盛会。一年一度的国际融资盛会---第四届中国企业国际融资洽谈会（以下简称“融洽会”），于2010年6月10日—12日在天津隆重召开。融洽会是经国务院批准，由天津市政府、全国工商联和美国企业成长协会共同主办，借鉴美国企业成长协会/成熟经验，结合中国国情而创立的、业界领先的融资洽谈对接模式，它是通过会前项目筛选、投资匹配，会中对接、快速约会以及会后的全程服务，为投融资双方搭建了资金融通的平台。

China rose opening in the spring wind, people living on both sides of HaiHe River is happy for this grand meeting. Annual international financing meeting - the fourth china's enterprise international financing meeting will hold at Tianjin on 2010.6.10-2010.6.12. Financing meeting is been authorized by the state council, co-hosted by Tianjin government, National association of industry and commerce and American enterprise growing union. It has an advanced financing and negotiation mode in its field which was learning mature experience from American enterprise union and combined with china' actual condition. It is through pre-meeting selection, investment match, first meeting, fast dating and whole-journey service to establish a platform of capital circulation for two parties in investment and financing.

Technical translation (IT)

JABIL



Google Apps Training

谷歌应用培训

Advance Guide
高级手册

SITES

网站

Sites

网站



Google Sites is an easy way to create a web site. Creating a Site is as simple as creating a document because not HTML is required. Creating a page for your Google Site just takes the click of a button. You can quickly create and update your own site.

Google Sites是一种轻松创建网络站点的方法，因为不需要懂得HTML语言，所以创建一个站点就像创建一个文档一样简单，为你的谷歌网站创建网页就只是点击一个按钮，你可以迅速的创建并且更新你自己的网站。

Google Sites allows you display a variety of information in one place—including videos, slideshows, calendars, presentations and attachments. You always control who has access to your site. You can share your Site for viewing or editing with a group or an entire organization.

Google Sites允许你在一个地方展示各种各样的信息-视频，幻灯片，日历，演示文稿和附件。你始终控制着已经访问过你的站点的用户，你可以分享你的站点用于浏览或者与一个团队或者整个团体一起来编辑。

Sites

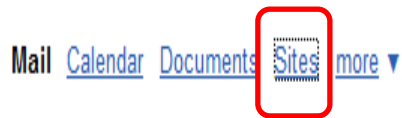
网站

Creating Your Site

创建你的站点

You can access Google Sites from any Google Apps menu as shown below.

你可以如下所示从任何谷歌应用菜单中进入Google Sites



Once you've accessed your Google Sites account, you can start creating your site.

一旦你进入了你的Google Sites 账户，你就可以开始创建你的站点了

1. Click the **Create new site button**

1. 点击**Create new site button**

2. Enter your site name

2. 输入你站点的名称

Create new site


3. Choose a theme

3. 选择主题

4. Select More Options

4. 选择More Options

Name your Site:

 Choose a theme

Sites

网站

Complete the fields shown below under **More Options**.
填写在**More Options**下所显示的域

More Options


You can adjust these options later by using the "Manage site" action.


Site categories


enter one or more categories separated by commas, e.g. "m

Site description

Collaborate with

 Everybody at WingWind Travel

 Only people I specify can view this site

 Also let anyone in the world view this site (make it public)

Then select **Create site**
然后选择**Create site**

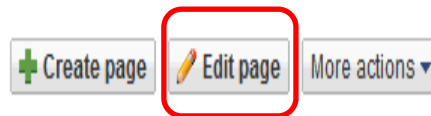
Create site

Sites

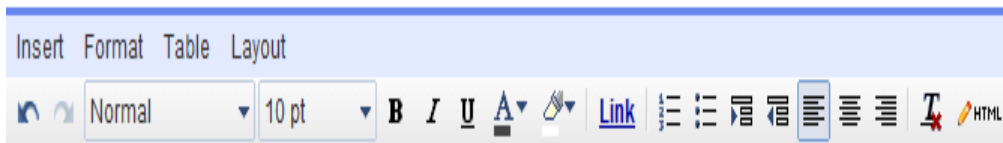
网站

Editing Your Site 编辑你的站点

Begin editing your site by selecting the **Edit page** button as shown below.
如下所示，通过选择**Edit page** 按钮来开始编辑你的站点



The edit toolbar provides you with the tools necessary to edit your site.
这个编辑工具栏提供了编辑你的站点所需要的工具



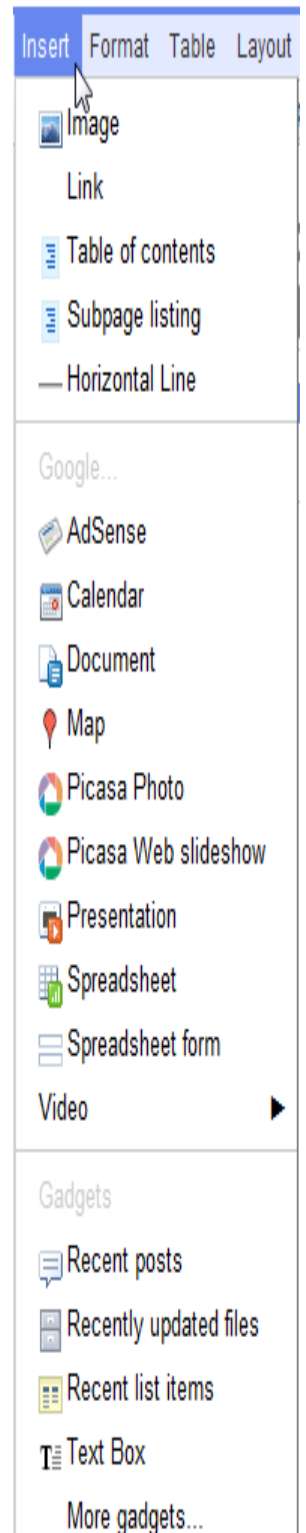
Sites

Inserting objects and apps

插入对象和应用

Add objects and apps to your site by selecting **Insert** and selecting the object or app you'd like to insert as shown.

如图所示，通过选择“**Insert**”并且选择你想要插入的对象或应用来添加对象和应用到你的站点



Sites

网站

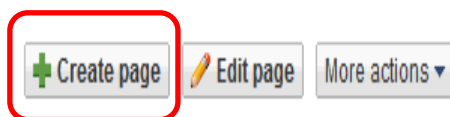
Creating Pages

创建网页

Your Google Site is a collection of pages—beginning with your homepage.

From your homepage, click the **Create page** button to add pages.

你的谷歌网站是网页的集合，它开始于你的主页。通过你的主页，点击 **Create page** 按钮来添加网页



2. Select a template to use

2. 选择一个模板来使用

3. Name your page

3. 命名你的网页

4. Choose where to locate your page

4. 选择在定位你网页的位置

- **Put page at the top level:** Top-level pages exist at the same level as your homepage; it's easy to create subpages beneath them. They are best for main categories of your site's content.
- **让网页置于最高级:** 最高级别的网页与你的主页同一级别；在它们下面很容易创建子网页。它们最好作为你站点内容主要的分类
- **Put page under {current page}:** The second option is to place your new page as a subpage of the page you were on when you clicked "Create page".
- **把网页放于{current page}下面:** 第二个选项是当你点击“创建网页”时把你新的网页作为你当前网页的子网页。
- **Choose a different location:** Choose to nest your page under any other page in your site.
- **选择一个不同的位置:** 选择在你的网站中任何其它的网页下嵌套你的网页

5. Click **Create page**

5. 点击 **Create page**

Sites

网站



A **Web Page** is an unstructured page where you can enter text, images, tables, and embed spreadsheets, presentations, videos, and more.

A **Web Page**是一张非结构化的网页，你可以在上面输入文字，图片，表格，嵌入了的电子表格，演示文稿，视频等等

Announcements can be used to post news, updates, or use as a blog.
Announcements 可以用于发布消息，更新或者用作博客

A **File Cabinet** allows you to manage documents from your hard drive and organize them into folders. Version history is stored and you can be reverted.

File Cabinet 让你可以在你的硬盘中管理文档并且组织它们进到文件夹中。它存储了版本历史并且可以还原。

List allows you to track lists of information. You can choose from three templates (**Action Items**, **Issue List**, **Unit Status**) or configure your own list.

List 让你可以追踪信息目录。你可以从三种模板(**Action Items**, **Issue List**, **Unit Status**)中选择或者配置你自己的目录

Note: Currently only Google Apps Premier customers have access to the **Start Page** template. The Start Page has a special area where each viewer of the page can add their own personalized set of gadgets.

注意：目前只有谷歌应用高级用户可以进入**Start Page** 模板， **Start Page** 有一个特殊的区域，在这里每个这个网页的浏览者可以添加他们自己个性化的小工具集。

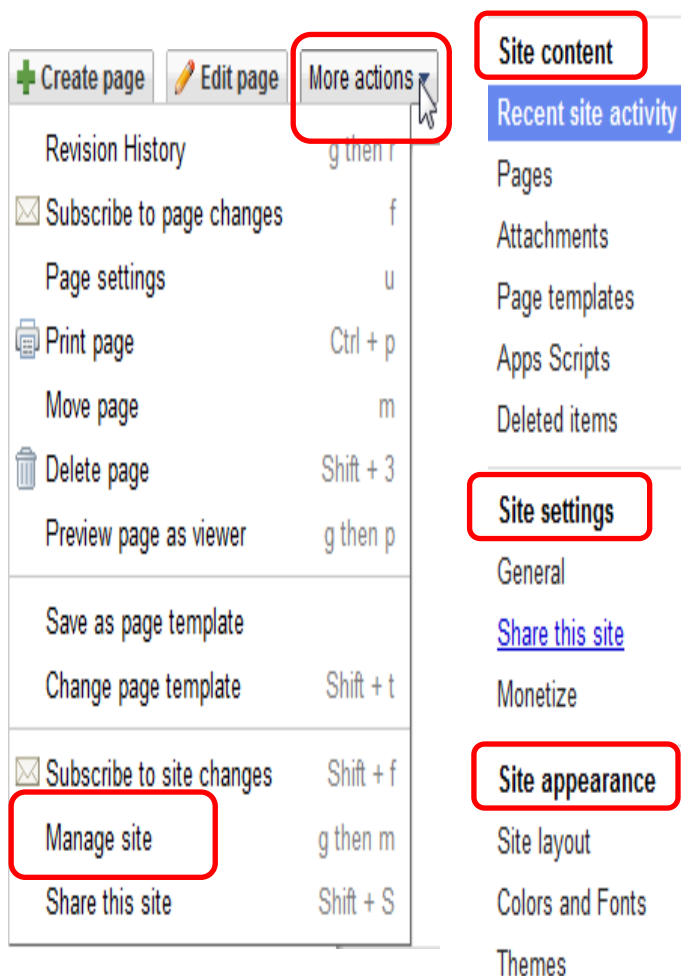
Sites

网站

Site Management

网站管理

Use the menus shown below to manage your Google Site.
使用如下所示的菜单来管理你的谷歌网站



THE END

結束

Reference:

Ju Chongshe @ 9 of May of 2011

By the means of the Present letter,
I want to express my gratitude to
Mr. Feiyi and your company for
the great service that I have
received in Chongshe, and with
short notice. Very Professional.

 Pedro

9-05-2011.