



RESUME

Potsun (Frank) Yu | Male | Single | Born in 1987/7/22 | Bachelor of Management degree, BSU.

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Job Objective

Localization Translator (English—Simplified Chinese, IT and Marketing Specialism)

Self Assessment

With 2 years experience working in Large Localization foreign corporation, Sophisticated in User Guide, User Interface, Online help and Marketing collateral translation. After graduation, I have finished IBM Coremetrics case study, Maximo marketing material, Microsoft RD guide, Emerson Valve instruction, VMare training document translation over 50K words. CATTI and TOEIC certificated; familiar with Microsoft and EMC CN glossary;

Good command of using SDL Trados 2007 all components and TMS (Translation management system), as well as linguistic QA tool;

Meanwhile, I boast experience in software localization management process, with strong ability in English mail and speaking communication; Able to work under high pressure and have strong executive ability; A good team player and fast learner;

Easy-going personality; successfully organized and hosted 2011 annual party, wining good remark from leaders and colleagues.

Educational Attainments

2006/09---2010/06 Beijing Sport University, management school (211-Projects Key University in China)

- Major: Industry Management, Bachelor of Management degree
- Main courses taken: Project Management, Marketing, Risk management, Economics, Strategy Management, Financing Management, Accounting, Management of Information System, Operation Management, The Theory and Practice of Public Relation etc.
- Average score is 86.8 points, ranking TOP 22% in collage, GPA 3.47 won scholarship twice. Several papers have been published, among of which, Preliminary Analysis of the Application of Value Engineering in Sport Tourism and Preliminary Analysis of the Application of Value Engineering in Sport Event Sponsorship have been accepted and published by The 22nd China International Sport Good Show Forum and The 2nd International Value Engineering Management Forum in 2009.
- In four years college life, I have been working as part time EN-CHS translator for over two years. Also assist Professor Lin Xianpeng, Associate principal in Beijing Sport University, Management School, to finish translating Chapter 3, 8 and 9 of Sponsorship in Sport Event, which is the text book from University of Leeds.

Special Skills

English proficiency:

- CATTI(China Accreditation Test for Translators and Interpreters, November, 2010)
- TOEIC(Test of English International communication, held by ETS, September 2008, score 815, listening 415 and reading 400, with full mark 495 respectively)
- CET-6(June, 2008 score: 590 with full mark: 710); CET-4(December, 2007 score: 549 with full mark: 710)

Computer Skills:

- Sophisticated in MS Office and SDL Trados 2007 using; Sensitive to useful information online searching; Patient and prudent to handle statistic and data-input work.

Work Experience

July 2010 till now, Lionbridge Inc, Beijing office, Project Manager, focus on Cisco and EMC localization project top 7 languages productions.

- Working as EMC TS kits project manager, in charge of all aspects during production from hand off from EMC to delivery to EMC, including schedule arrangement, coordination with resources in different segments, project quotation and

budget making, risk identification and avoiding. Concise and kind communication skill, along with timely delivery has won highly praise from EMC.

- Worked as EMC Contented project coordinator, cooperated with colleagues in Mumbai office to assist EMC global project managers to manage DE FR RU localization projects, good at communicating with client, supplier and local teams, won good remark from EMC global managers and different teams. During this period, I have understand the whole procedure of EMC localization operation and been aware of EMC and its competitor's product, also familiar with EMC CN glossary translation.
- In charge of more than 200k words Cisco Asian language localization projects, experienced with multimedia localization project (subtitle/dubbing), strictly following work flow and be good at quality control, have won good comment from clients.
- Design and host 2011 annual party, won leaders and colleagues compliment.

Feb-Jul 2010, Thebigword translation service company, Beijing Office, Internship

- The job includes, using Trados software to do analysis, translation and clean up TM, finish the task assigned by UK office, translator and interpreter outsourcing, and involved in English into Chinese translation for HSBC and Carlson Hotel marketing material.
- When promoted as junior project manager, mainly in charge of some specific Asian language translation project for clients, including drawing schedule for whole projects, outsourcing suppliers, controlling cost for project. During being as junior project manager, email and telephone communication skill was strengthened, familiar with basic price of Asia language supplier and have good command of negotiating the price with them.
- Manage HUAWEI supplier testing exclusively in 13 European languages; successfully enlarge HUAWEI approved language resources pool.

Dec 2010 till now, working as part time translator for localization agencies including Moravia, MYL, Brightrans, Sinocom-Artm and Astroword.

- Finished IBM coremetrics case study translation and Maximo asset management technique translation over 30 K, QA mark is 99.7%;
- Finished Microsoft remote desk guide and Blog webpage translation over 50 K, won client's good comment for timely delivery and accurate term's translation;
- Finished SF tender document over 15 K, idiomatic legal document style has received client's approval.
- Finished other documents translation over 100 K, including HP converged infrastructure, Dell training, VMare whitepaper, Rhem thermal system newsletter.

May 2008, the 22nd China International Sport Good Show, Volunteer

- Working as an intern volunteer in media center, helping to receive journalists and deliver news report. Assist the journalist and photographer from CCTV-5 to finish the whole exhibition's coverage alone.
- Working as a volunteer translator and interpreter in Jiangsu Genius Sporting Equipment manufactory Co. LTD, to translate the brochure and receive the foreign guests.

2006 Sep - 2007 Sep Publicizing department of Student Union in Management Collage, Beijing Sport University

- Propagandizing some important activities with other members in our team, such as conferences held by professors from abroad and extracurricular programs.
- Organizing and host a hip-hop dancing party in Beijing Sport University in 2007

Honors and Activities

Third scholarship in Beijing sport university in 2007-2008

"The Olympic in my heart" English speaking contest winner (the fist prize in collage, third prize in university, April 2007)

English movie dubbing competition winner (third prize in university, November 2007)

"The golden micro-phone" compere selecting contest winner (Top 10 in final, December 2006)



个人简历

俞波村 | 男 | 湖南长沙人 | 24岁 | 侗族 | 178 cm, 65 kg

北京体育大学 (211 工程重点本科), 管理学院, 产业管理专业毕业, 管理学学士学位

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求职意向

本地化翻译、校对/技术文档翻译 (英语—简体中文, IT 和营销领域)

自我评价

本人具有 2 年大型本地化外企工作经验, 擅长指导手册、用户界面、联机帮助和市场宣传文档翻译。毕业至今已完成 IBM Coremetrics 营销案例、Maximo 宣传资料、Microsoft 远程桌面指南、艾默生阀门说明书、顺丰速递投标文件、瑞德热力设备新闻快讯以及惠普融合基础设施营销材料翻译 50 万字以上, 熟悉 Microsoft、EMC 和 VMare 网页布局和术语中文翻译, 并通过 CATTI 全国翻译等级资格认证和 TOEIC 托业英语认证;

熟练使用 SDL Trados 2007 全部组件和 TMS 管理系统, 并拥有使用语言 QA 工具的经验;

此外, 本人具备本地化项目管理工作经验, 对整个本地化项目工作流程以及包括工程和排版在内的各个环节均较为熟悉, 并具有极强的中、英文邮件撰写和口头表达能力, 抗压心理素质过硬, 执行能力强, 工作效率高, 并具备较强的团队协作和学习能力;

性格开朗乐观, 成功策划并主持公司 2011 年会, 赢得领导和同事一致好评。

教育背景

2006 年 9 月—2010 年 6 月 北京体育大学, 管理学院, 产业管理专业 (211 工程重点院校), 管理学学士学位

- 主修课程: 项目管理、市场营销学、风险管理学、价值工程学、企业战略管理、运营管理学、信息系统学、人力资源管理学、物流管理、经济学等;
- 大学期间的平均成绩 86.8 分, GPA 3.47, 名列学院前 22%, 两次获得校级奖学金。并撰写了专业课论文数篇, 其中《浅析价值工程在赞助领域的应用》和《Preliminary Analysis of the Application of Value Engineering in Sport Tourism》被第 24 届中国国际体育用品博览会论坛和第二届价值工程与价值管理国际会议收录并发表;
- 大学期间, 从事兼职英语-中文翻译工作两年以上, 并协助北京体育大学管理学院副院长林显鹏教授完成英国利兹大学《体育赛事赞助营销》第三、八、九章的翻译工作, 翻译量在十万字以上。

外语/计算机水平

英语水平

- 2010 年 11 月, 高分通过 CATTI 全国翻译专业资格 (水平) 考试 (笔译), 获得《中华人民共和国翻译专业资格 (水平) 证书》;
- 2008 年 9 月, 通过美国 ETS 教育中心开发的 TOEIC (Test Of English International Communication) 托业考试, 得分 815 (其中听力 415, 满分 495; 阅读 400, 满分 495), 并获取由中国劳动部颁发的职业英语等级三级证书;
- 2008 年 6 月, 通过大学英语六级考试 590 分 (满分 710), 并通过大学英语四、六级口语测试; 2007 年 12 月, 通过大学英语四级考试 549 分 (满分 710)。

计算机水平

- 能够熟练操作使用 MS Office、Outlook、Access、Adobe Acrobat、SDL Trados 2007、TMS 等办公和翻译辅助软件, 熟悉 Windows 操作系统和 DOS 命令等批处理方法 (能快速大批量处理文件复制、命名、归档等工作)。

工作/实习经历

2010 年 7 月至今, 北京莱博智环球科技有限公司 (Lionbridge), 担任本地化项目经理, 主要负责 Cisco 思科和 EMC 两大项目全球七大语言生产管理:

- 现担任 EMC TS kits 全球项目经理, 负责全球七大语言从客户收取文件到最后交付的全部流程管理工作, 其中包括项目进度制定、公司各环节内部资源的安排与调度、项目报价与预算制定、风险识别与规避等。清晰、友好的沟通, 高质量、及时的交付获得 EMC 客户的高度评价。

- 曾担任 EMC Content 项目协调人员，搭档印度办公室同事协助 EMC 全球项目经理管理法、德、俄欧洲语言本地化项目管理，具有较强的邮件沟通和分类管理，以及多元文化团队协作能力。快速的工作应变能力与高度负责的工作态度获得国外同事的一致认可。熟悉 EMC 项目本地化项目整体运作模式，并了解 EMC 及其同类竞争产品基本信息和术语中文翻译。
- 曾管理 Cisco 思科用户手册和市场宣传资料亚洲语言本地化项目 20 万字以上，并具有多媒体（字幕、配音）本地化项目的管理经验，各环节质量把关严格，得到客户好评。
- 成功组织策划并主持公司年会，获得领导和同事好评。

2010 年 2-7 月，北京宝阁文信息科技有限公司(Thebigword translation service, Beijing office)实习：

- 实习前期主要负责利用本地化基本软件 TRADOS 进行源文件各语言前处理；（包括字数分析，协助项目经理完成项目报价，维护记忆库以及翻译文件后处理）
- 实习后期独立参与项目管理工作，主要负责 Carlson、HSBC 以及宾利等客户亚洲语言本地化项目生产，包括项目前期报价、翻译资源联系、时间制定以及后期工程处理和排版协调。
- 实习期间，独立完成华为项目欧洲 13 个语言的翻译资源测试，为华为欧洲语言本地化项目成功选拔了一批质量上乘、价格合理的翻译资源。

2010 年底至今，与包括英国 SDL Translation Weaver、捷克 Moravia、北京英宇、深圳比蓝、北京创博、北京中讯汉扬、上海星文和香港 MYL 在内的众多国内外本地化机构合作，担任兼职翻译

- 兼职期间，完成了 IBM Coremetrics 营销研究案例翻译和 Maximo 资产管理技术文档 3 万字以上，营销术语词汇翻译准确率在 99.7% 以上；
- 完成 Microsoft 远程桌面服务用户指南 5 万字以上，并参与 Microsoft blog 文档翻译，术语准确，表述流畅，交付及时；
- 完成顺丰速递投标文件翻译 1.5 万字，法律术语翻译准确，获得客户肯定；
- 完成艾默生阀门说明书翻译 6 万字以上；
- 以及包括 VMare 白皮书、戴尔内部培训材料、惠普融合基础设施营销材料、F5 简报、瑞德热力设备技术文档在内的其他文档翻译 10 万字以上。

2008 年 5 月，参加第 22 届中国国际体育用品博览会志愿者活动：

- 担任体育博览会新闻中心工作人员，主要负责到访媒体记者的接待和新闻资料的传送；并独立协助完成了 CCTV-5 记者对整场体博会的跟踪采访拍摄活动；
- 兼任展商江苏常州英才体育健身器材制造有限公司翻译助理，主要负责了该公司体博会所需资料的前期准备，并独立完成体博会期间的外宾接待工作。

2006 年 9 月-2007 年 9 月，北京体育大学管理学院学生会宣传部部员：

- 主要组织宣传学校、学院、社团大型活动以及学校橱窗海报的出版、晚会活动的场景布置等；并于 2008 年 3 月联合对外经济贸易大学和北京工业大学，策划并主持北京体育大学街舞社动漫社成果汇报晚会，为街舞动漫社获得“优秀社团”称号。

获奖情况

2006 年 12 月，荣获北京体育大学首届“金话筒”主持人大赛十强

2007 年 4 月，参加北京高校“奥运在我心中”主题英语演讲比赛，并获管理学院冠军，学校第三名

2007 年 5 月，荣获学校迎奥运“五环之星”荣誉称号

2007 年 11 月，参加北京体育大学英语电影配音大赛并获第三名

2008 年 9 月，获得 2007-2008 年度北京体育大学三等奖学金。

2009 年 1 月，获得北京体育大学管理学院“学习优秀奖”表彰

兴趣与特长

英语口语、主持、游泳、吉他、手风琴等。