

Hong Ai

Freelancer | Localization Translator
Translate · Review · Editing

Email: aihong_trans@outlook.com **Date of Birth:** June 28, 1988
Tel.: +86 138 1077 1833 **Gender:** Female
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EDUCATION

September 2007 – July 2011 **Shandong Institute of Business and Technology** **Bachelor of Laws**

Major: Social Work

Courses: Social Psychology, Rural Sociology, Urban Sociology, Aging of Population, Social Work of Community, Introduction to Social Policy

Suppl. Courses: Civil Law, Contract Law, Criminal Procedure Law, Law of Economy, etc.

September 2007 – July 2011 **Shandong Institute of Business and Technology** **Bachelor of Arts**

Major: English

Courses: Intensive & Extensive Reading, English Writing, Introduction to Linguistics, Advanced English, English-Chinese Translation, Economic and Trade Translation, Applied Translation

Suppl. Courses: Japanese, International Business and Trade, Market Survey, Academic Writing

CREDENTIALS

- ✚ English Proficiency: College English Test-6 (CET-6)
- ✚ Business Language Certification International-level Translator by China General Chamber of Commerce (ETTBL Certificate)
- ✚ C-level Human Resources Professional (HRP)
- ✚ CAT tools: Trados 2021, MemoQ, Memsource, Xbench, and other online CAT tools.

SPECIALTIES

- (1) Legal (2) Finance (3) Life Sciences (4) Sociology
(5) Politic (6) Economy (7) Automobiles (8) Science & Technology

BOOKS

EN>ZH: Ethnobiology of Corals and Coral Reefs, more than **100,000** words.

Resilient Policies in Asian Cities Adaptation to Climate Change and Natural Disasters, more than **50,000** words.

A finance text book titled Treasury Certificate.

WORK EXPERIENCE

2012-2015 **Shandong Hongda Construction Machinery Group Co., Ltd.** **Legal Assistant**

- ✚ Assisted the Legal Manager in drafting all kinds of contracts of the Group.
- ✚ Translation of operating manuals for the products of the Group, such as tower crane, mixing plant, tank truck, excavator, as well as agreements and contracts entered with customers overseas.

2015-2023 Freelancer

Professional and punctual localization freelancer with 10 years of translation experience. Translated more than 300 academic manuscripts and papers from 2017 to 2023 (Chinese ⇄ English)

- ✚ **2019:** Worked as a remote freelancer of **International Electrotechnical Commission (IEC)**, translated more than 2,000,000 words, covering manuals of rolling stock, mechanical engineering, etc.
- ✚ **2020:** Coordinated with PMs of **Huawei's Remote Cloud Computing Translation Group** for translating cloud computing, deployment of platforms, network architecture, etc. (more than 300,000 words)
- ✚ **2021:** Assisted with PMs of **TransPerfect's Life Science/Legal Departments** to translate and review life sciences projects, marketing projects, legal projects, including review, proof, and MTPE
- ✚ **2022:** Responsible for translating marketing materials, manuals, cloud-based services, product solutions of **Amazon Web Services (AWS)**

NOTEWORTHY PROJECTS

KPMG

Agreement on Safeguards, Legal Opinions, Letter of Undertaking; Industrial Report, Market Analysis, Audit Report, Corporate Report; Financial Statements Financial Counseling

Giorgio Armani

Store Lease Agreement, Agreement on Fire Protection;
Product Sales Agreement, Cooperation Agreement

Citibank

Loan Facility, Security Agreement, Agreement on Securities
Asset Portfolio Agreement, IPO, Review of Listing in START Market
Equity Agreement, Class B Facility Agreement; Litigation on Intellectual Property Rights

United Nations Environment Programme (UNEP)

Irish Inshore Fisheries Sector Strategy 2019-2023;
Logistics Strategy; Agreement of Marine Protected Areas; Ocean Technology Overview 2018

Legal/Finance

King & Wood Mallesons

Asset Portfolio Agreement, IPO, Review of Listing in START Market;
Equity Agreement, Class B Facility Agreement; Litigation on Intellectual Property Rights

Clifford Chance (LLP)

Issuance of New Share, Shareholding Agreement; Terms of Depository Agreement, Long-Term Loan Facility Agreement; Prospectus, Cooperative Agreement, Policies, Marketing Strategies

Boeing

Aircraft Leasing Agreement, Operation and Maintenance Agreement;
Airframe Leasing Contract, Engine Agreement; Parts Procurement Agreement

China Securities Regulatory Commission (CSRC)

ESG, IPO Regulations, Enterprise Equity Management Measures, Enterprise Listing Documents, Overseas Listing Documents

Legal/Finance

Hainan High People's Court

Judgments, subpoenas, original contracts, background information of foreigners, and all kinds of documents, certificates, etc.

Relevant judgments and other materials of Haikou Intermediate People's Court;

Publicity materials related to Intellectual Property Court of Hainan Free Trade Port, including legal documents promulgated by Hainan Province;

Shanghai High People's Court

Vessel Operation Contract of an international shipping enterprise, maritime logistics contract; Tanzania's acts: Corruption Prevention Act, Arbitration Act, Public-Private Partnership Act, Consumer Protection Act, Trade Licensing Act, Constitution;

BMW Automobiles

Agency Agreement, Technical Plan, Supplier Responsibility, Parameters and Function Description of Equipment

Spacechain Foundation Ltd.

Legal Opinions, Localization of SpaceChain Platform, Digital Assets, DAO Reports, Token Bonds, Digital Tokens

Shanghai Translation Company

- ✧ The Memorandum and Articles of Association of a BVI Company;
- ✧ Detailed Implementing Rules of the Regulations of the People's Republic of China on the Administration of Foreign-funded Insurance Companies, and Anti-dumping and Countervailing Regulations of Argentina (2008);
- ✧ Financial Business Agreements, Securities, Assets, Investment Management and other documents of Morgan Stanley; Payment Agreements, Technical Framework Agreements, etc.
- ✧ Enterprise-interbank Loan Agreement, Bill of Quantities (BoQ), etc.

2016-2018: Sichuan Translation Company

The Economic Growth Effects of New Urbanization Development and Industrial Structure Change; Urban Spatial Structure and Regional Economic Efficiency.

2019: Food and Agriculture Organization (21,000 words)

Respecting free, prior and informed consent by Food and Agriculture Organization of the United Nations. Briefing Document for Auditors / Suppliers, Land Use Change, including FPIC.

2020: China National Knowledge Infrastructure (CNKI) (100+ articles)

Review and Prospect of Relationships among Entrepreneurial Learning, Entrepreneurial Abilities and Entrepreneurial Successes.

On Population Optimization for Metropolitans in China.

2022: Beijing Translation Company (110,000 words)

Radar Agtech Brasil survey report, which covers agriculture, business, startups, fintech, and management (as well as the report of 2023).

2023: Shanghai Translation Company (30+ papers, 100,000 words)

A long-term translation project of academic papers covers strategies, policies, laws of China, the United States, and European Union.

Another project of translating academic papers for many publishing houses and journals; these periodicals mainly cover the fields of economics and finance, as well as Bitcoin, digital empowerment, green finance, and green development.

Academic Manuscripts, Papers

Pfizer

Informed Consent Form (ICF), Clinical Diagnosis Report, Investigator's Brochure, Kit-related Products, IVD Reagents

Thermo Fisher Scientific (PPD)

Clinical Trial Agreement, Protocol, forms of Council for International Organizations of Medical Sciences (CIOMS)

KD Pharma Group

Localization of Products, Market Report, Omega-3 fish oil, SFE and SFC
Website, Marketing & Promotion Strategies

LabCorp

Drug Development Clinical Trial Agreement, Investigational Brochure, CRO, Research Papers

Haemonetics Corporation

Solutions of Blood Collection Device, Blood Analyzer, Blood-Spinning Technique
Specification of Automation Technology

BioMerieux, Inc.

Localization of Website and Products, Production Technique, Manuals
Technical Solutions, Marketing Strategies, Reports, Newsletters

Life Sciences**Human Longevity China Clinic**

Clinical Study, Genomic Report, Interdisciplinary Care Plan, Consulting Management,
Dietary Nutrition Report, Healthcare Services, Introduction of Divisions

Hangzhou Jianpei Technology

S&T Development Report on Smart Medical Images
Laser Speckle Imaging Technology

Milestone Scientific, Inc.

Dental Anesthetic Market - Global
Medical, Dental, Cosmetic and Veterinary Applications

Blue Earth Diagnostics

Clinical Management Information Report, Caring for the Patient with Cancer

Bayer

Crop Protection, Prevention and Control of Diseases and Pests, Health Care, Social Survey,
Solutions of Polymer, and Methyl Rubber
Blood Glucose Monitoring System

Emerson

Software Localization, Marketing Strategies, Product Description, Sustainable
Development, Corporate Social Responsibility (CSR)

Siemens

Localization of Operating System, UI Strings, Manual of Servo Motor, Button Switch
Description, Programmable Logic Controller (PLC) Instructions