




# Li CHEN

Freelance translator, interpreter (English-Chinese)

## CONTACT

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Chongqing, China 

## EDUCATION

**2012 - 2014**

Master of Translation and Interpreting  
English Interpreting  
*Sichuan International Studies University, Chongqing, China*

**2006- 2009**

Tourist English  
*Henan Polytechnic Zhengzhou, China*

## SKILLS

Proficient in English, both spoken and written

Proficient with MS Office Suite, SDL Trados, MultiTerm

Skilled at digital research

Strong Communication

Detail-focused

Always meet deadlines

Expected rate:  
0.1 USD per word

## PROFILE

Master of Translation and Interpreting

China Accreditation Test for Translators and Interpreters (CATTI) Translator Level II

CATTI Interpreter Level II

IELTS band 8.0

Professional translator with 10+ years of experience in IT, life science, engineering, climate change, and other fields. Highly skilled at localizing, proofreading, transcreation, and translating materials of varying texts.

## PROFESSIONAL EXPERIENCE

**October 2015 - Present**

Freelance Translator/Proofreader/Interpreter  
*Chongqing, China*

- Collaborated with over a dozen translation agencies as translator and interpreter, and served directly for domestic and multinational companies as translation service provider
- Translated a total of over 10 million Chinese characters into English and 5 million English words into Chinese, covering a wide variety of texts, such as IT documentation, subtitles, website localization, academic manuscripts, government documents, business proposals, financial statements, manuals, contracts
- Interpreted for over 60 events, including international conferences, academic seminars, business meetings, specialized trainings
- Customers and events include: Pacteria, Lan-bridge, TransPerfect, BMW, World Bank, China Industrial Bank, CISM Military World Games Wuhan, China (Guizhou) International Wine Expo, Chengdu 2021 FISU World University Games

### **Life sciences documents include:**

**Pharmaceuticals:** Patient Information Leaflets (PILs), Patient Reported Outcomes (PROs), Clinical Study Protocols, Informed Consent Forms, training and educational documentation

**Clinical trials:** Case Report Forms (CRFs), Patient Questionnaires, Clinical Outcome Assessment

**Academic papers:** case reports, essays, literature reviews, research papers

**July 2014 – October 2015**

Translator/interpreter

*Administrative Committee / China-Malaysia Qinzhou Industrial Park / Qinzhou, Guangxi*

- Translated documents, website texts, reports, correspondence
- Interpreted at meetings, receptions, overseas duty visits
- Managed contact database, handled daily communication with foreign government departments and investors
- Organized, assisted and attended meetings with foreign government officials and investors, took minutes, handled follow-up work;
- Collected and organized relevant information to specific projects for supervisor's reference