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## HANA

From and to Chinese Translator | Professional Freelancer  
Based in China

<b>Contact</b>	Email: <a href="mailto:hana.liang@yahoo.com">hana.liang@yahoo.com</a> ; Skype: xiaohuan1128
<b>Native Language</b>	Chinese
<b>Language pairs</b>	English <> Simplified Chinese
<b>Services</b>	Translation, linguistic evaluation, third-party validation, proofreading
<b>Fields of expertise</b>	Mandarin Financial, Legal, IT & Technical, Medical & Life Science, Media & Public Communications, Marketing, Advertising, Hotel & Tourism
<b>CAT tools</b>	Trados2017, Passolo, MemoQ
<b>Availability</b>	7 days a week (weekend projects acceptable)
<b>Capacity</b>	3000~5000 words per day on normal basis Max. 7000 words per day on rush basis
<b>Competitive rates</b>	<0.045-0.07USD per source word, negotiable>
<b>Payment methods</b>	PayPal ( <a href="mailto:hana.liang@yahoo.com">hana.liang@yahoo.com</a> ) or bank transfer

### Credentials & Accomplishments

- I ever worked as a full-time translator at several translation companies. Actually, from 2006 to 2020, I often did part-time translation on weekends. Now, I am a full-time freelance translator.
- 1200+ projects covering the following subject areas: Accounting, Commercial (including corporate communications, marketing, etc.), Financial (including annual reports, IPO, prospectuses, fund, bond, foreign exchange, stock market, etc.), Legal (including M&A, contracts, DMC, arbitration, police statement, notary, etc.), Technical (user manual, installation manual, IT, telecom, computer hardware and software, mechanical, construction, etc.), Localization (online help, software, website content, etc.), E-learning & Training materials; ISO & other certification documentations.

### Career History

#### **Mar. 2020 – Present      Professional Full-time Freelancer, From and to Chinese**

I resigned from that big translation company because of taking care of my children. Now, I am full-time translator. I have enough time to do many translation jobs well at home. I worked in translation industry over ten years. Translation is my favourite job. I believe all work experience will be helpful for my future translation work.

#### **Nov. 2011 – Feb. 2020      A big translation company**

I worked as a translator at this translation company from Nov. 2011 to May 2014.  
And then worked as a senior project manager and account manager from May 2014 to Feb. 2020.  
I do well in using Trados, Passolo, MemoQ etc. Besides, I am familiar with localization process.

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**Jan. 2010- Sep. 2011      Part-time Job**

Because of pregnant and feeding baby, I did some part-time jobs.

1. Translating some materials
2. Preparing related materials of issuing visa for tourists.

**May 2008 – Dec. 2009      Hebei Dongyue Steel Pipe Manufacturing Co., Ltd.**

Position: International Marketing Manager

Task: I worked as International Marketing Manager. I joined in every step during the whole trading business, from developing client, inspecting product quality, exporting the products, pushing payment.

I cherished this experience. This job improved my interpretation and developing client abilities.

**Dec 2007 – Apr 2008      ChinaSoft International**

Position: Localization linguist

Task: I was assigned to Canon Localization Company.

I was assigned to Canon Localization Company. I mainly did localization for Canon products, such as printer, camera, etc.

During those several months, I knew the dealing method for product interface words. All interface words should be localized or kept in English according to the product interface display.

**July 2006 – September 2007      Huaxia Dun & Bradstreet China**

Position: Translator

Task: Mainly did translation from Chinese to English.

I graduated in July 2006. Then worked as a translator in a large information consulting company (Huaxia D & B). During this time, I did translation from Chinese to English. My translation skill was improved. Besides, I understood the basic translation requirements, such as patience, carefulness, flexibility, etc.

**Education**

2002.09-2006.07:      Undergraduate      Foreign Language College of Guizhou University

Major Course include: Oral English, Listing, British and American Literature etc.

**Project History (Partial Law/Finance)**

2019.12, Completion of Tax Payment Certificate

2019.09, CCH Asia HR regulations, Confidential and Non-Disclosure Agreement

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2014.12, XXXX, Implementation Procedure of Quality Management System Accreditation

2014.10, Comxx xx Data Corporation, Agency Agreement Gabriel

2014.04, XXX Wassermann (Beijing) Market Planning & Management Co., Ltd, Audit Report of Revenue and Expenditure of Foreign Exchange

2013.11, Stock Acquisition Project of Shandong XXX Tyre Co. Ltd.

2013.08, Heavy Steel Selling and Ordering Contract

2013.04, Company Accounting Report and Audit Report

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2013.03, REEBOK Human Resource Policies  
2013.03, Beijing Gulf Club Golf Course Planning Service Agreement  
2013.03, PHG Global Club Management Company Proposal and Agreement  
2012.02, Foreign Exchange Guarantee Loan Contract  
2012.02, Share Subscription Agreement for Insurance of Series B Preferred Shares of Runstar International Limited  
2011.8, Agreements & Contracts (Advertising Agency Agreement, Amendment to Sales Contract, Bill of Sale etc.)  
2011.1, NDS CMMB Non-Disclosure Agreement  
2010.10, NDS Interactive Agreement  
2010.09, Completion of Tax Payment Certificate  
2010.05, CXX Asia HR regulations, Confidential and Non—Disclosure Agreement  
2010.02, XXX Steam Boiler, Global Standard

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