

本人热情开朗、诚实守信、认真负责，操流利粤语、普通话、英语，有新闻编辑、新闻报道、项目管理、翻译等经验，希望寻求一个具挑战性的双语职位，以锻炼组织、沟通和协调能力。

An enthusiastic, honest and reliable individual, fluent in Chinese Mandarin, Cantonese and English, with experience in newspaper editing, journalism, project management, translation and interpreting, seeking a challenging bilingual position which will develop her organizational, communication and coordination skills.

教育背景

EDUCATION

2011 年 10 月 – 2012 年 9 月

亚非学院，中国文学文科硕士（优等生）

翻译中的现代中国文学、比较文学的理论与技巧、中英实践翻译

Oct 2011 – Sep 2012

The School of Oriental and African Studies

MA Chinese Literature (Distinction): Modern Chinese literature in translation, theory and techniques of comparative literature, and practical translation between Chinese and English

2010 年 10 月 – 2011 年 6 月

亚非学院语言中心，日语初学者 I

非全日制日语入门课程

Oct 2010 – Jun 2011

SOAS Language Centre, Japanese Beginners I

Part-time introductory course to Japanese

2006 年 10 月 – 2010 年 6 月

米都萨斯大学，翻译文科学士（2: 1）

翻译理论与实践、口译、翻译记忆工具（Trados）、音像翻译

Oct 2006 – Jun 2010

Middlesex University, BA Translation (2:1)

Theory and practice of translation, interpreting, translation memory tools (Trados), and audiovisual translation

工作经历

WORK EXPERIENCE

2012 年 4 月至今

自由翻译者

- **创意翻译：**涉及多个国际品牌的宣传材料的创意翻译，包括 Pret A Manger、壳牌、沃尔沃、艾美酒店、兰博坚尼等；英国威尔士民族诗人格温·托马斯的诗歌翻译，刊于《外国文艺》2013 年第 5 期《威尔士当代诗歌选译》一文，第 146-147 页。
- **笔译：**翻译法律文件、官方通讯、医疗报告、社会保健服务的报告及小册子、证件证书、企业内部文件；多个电视节目的字幕翻译，包括 BBC Two 2012 年 8 月至 9 月期间逢星期日播出的《Exploring China: A Culinary Adventure》
- **口译：**中国作家及清华大学教授格非老师 2012 年 10 月在亚非学院举行的文学讲座；中国道教协会在英分别与展览会场地提供者、合作伙伴及伦敦本地道士之间的商务会议

Apr 2012 to present

Freelance translator

- **Transcreator:** Transcreation of advertising materials for international brands, including Pret A Manger, Shell, Volvo, Le Meridien, Lamborghini and etc; poems by National Poet of Wales Gwen Thomas, published as part of *Selection of Welsh Contemporary Poetry Translation* in “Foreign Literature and Art” 2013(5), 146-147.
- **Translator:** Translating legal documents, official correspondence, medical report, social care services reports and booklets, and certificates; and translated subtitles for a number of television programme productions, including “Exploring China: A Culinary Adventure”, broadcasted on BBC Two, Sundays, from 5 Aug to 2 Sept 2012
- **Interpreter:** Interpreted in a literary lecture given by Chinese author and Tsinghua University professor, Ge Fei, at SOAS, in October 2012; and for the Chinese Taoist Association in business meetings with exhibition venue providers, partners, and local Taoists in London

2012 年 7 月 – 2013 年 5 月 英国侨报

- **实习记者:** 参与头版专题故事的筹备和撰写、调查、背景资料分析, 进行在线、现场、电话访问
- **实习通讯员和编辑:** 采写关于在英华人的原创新闻故事, 选取、编辑、翻译世界新闻、华文教育、海外留学及两岸交流等版面的新闻报道

2008 年 8 月 – 2011 年 5 月 American Pie 翻译项目经理兼办公室经理

- 管理译社、内部制作小组与自由译者间的工作流程
- 翻译过程中与项目相关人士保持沟通
- 完成所有有关的行政工作, 包括要求报价、订单, 及核实单据
- 物色并评估翻译人员、招聘当地的外语人士核对翻译、建立并管理资料库
- 翻译文本导入至特定软件格式, 指导翻译材料的格式校对
- 评估并改进翻译过程及程序, 以最佳化效率与准确性
- 完成一般的办公室管理工作、安排日常行政任务、维持及购置办公室的设备与用品

义工经历

2012 年 12 月至今 无国界译者组织
志愿译者: 翻译专业医生撰写的医学文章, 包括脑膜炎、II 型糖尿病、肺炎等文章

2012 年 10 月 英国文化协会
双语志愿者: 分别在北威尔斯国际诗歌节、切尔滕纳姆文学节和曼城文学节期间, 协助各中国作家与举办方之间的沟通

Jul 2012 – May 2013 UK Chinese Journal

- **Trainee journalist:** Contributing to front-page feature stories, researching and analysing background information, conducting interviews online, in person and on telephone
- **Trainee news correspondent and editor:** Writing original news stories about Chinese community in the UK, selecting, editing and translating news pieces on topics of world news, Chinese education, overseas studying and cross-Straits interactions

Aug 2008 – May 2011 American Pie Project Manager and Office Manager

- Managing workflow to and from translations companies, internal production team and freelance translators
- Communicating with all project stakeholders involved in the translation process
- Completing all associated administrative duties, including requesting quotes and purchase orders, and verifying invoices
- Identifying and evaluating translation-related vendors, recruiting local foreign language speakers to verify translation, and building and managing database
- Implementing translations into products by using specific software, and directing formal validation of translated materials
- Evaluating translation processes and procedures and adapting them to maximize efficiency and accuracy
- General office management tasks, organising daily administration tasks, and maintaining office facilities and supplies

VOLUNARY EXPERIENCE

Dec 2012 to Present
Translator Without Borders
Voluntary translator: Translating medical articles about Meningitis, Type II Diabetes, and Pneumonia written by professional doctors

Oct 2012 British Council
Bilingual volunteer: Communicated between Chinese authors and event representatives at North Wales International Poetry Festival, Cheltenham Literature Festival and Manchester Literature Festival