

Contact

Beijing, China
13370137632 (Mobile)
linguist4u@163.com

www.linkedin.com/in/woody-hoe-a7b8b77a (LinkedIn)

Top Skills

Translation
reviewer
LQA

Woody Hoe

Freelance Translator, Reviewer, LQA at Freelance
Changping District

Experience

Freelance

Freelance Translator, Reviewer, LQA
April 2020 - Present (5 months)
Beijing, China

Provide translation, reviewing, LQA services for L10N and technology companies.

Cisco

Sr. Chinese translator
October 2016 - April 2020 (3 years 7 months)
Beijing, China

- 1) Translate and proofread commercial and technical documents, ensuring they are contextually accurate and free from mistranslations.
- 2) Evaluate translation quality and report to the project manager, raise issues and provide feedback.
- 3) Participate meetings with the project manager and customer.
- 4) Provide support and mentoring for translators.
- 5) Maintain close cooperation with the customer.

Z-Axis Tech Solutions Inc

Chinese Language Lead
June 2010 - September 2016 (6 years 4 months)
Bangalore, India

- 1) Conduct translation and linguistic review for commercial, legal and technical documents.
- 2) Participate in terminology discussions and share the latest glossary with the team members.
- 3) Review and edit Simplified Chinese customer-facing content.
- 4) Maintain close partnership with PM team, the customer, translation vendors.
- 5) Provide support and advice to new translators.

Huawei

Technical Translator
September 2005 - May 2010 (4 years 9 months)
Haidian District, Beijing, China

- 1) Perform linguistic tasks such as translation and reviewing of technical documentation including User's Manual, Online Help, whitepaper, etc.
- 2) Provide support and mentoring for external translators.
- 3) Participate in a variety of beta testing for new products and software, partnering with R&D teams.
- 4) Participate in terminology discussions and provide advice for improvement of the style guide.
- 5) Provide guidance and assistance for new employees of the translation team.

Starlight Electric Ltd.

Translator

August 2000 - July 2004 (4 years)

Suzhou, Jiangsu, China

- 1) Translate and proofread commercial and technical documentation including User's Manuals, Online Help, UIs, marketing documents, etc.
- 2) Find and fix linguistic and content errors in the translated files.
- 3) Correct terminology, grammatical errors and check for consistency with style guides.

Education

Shandong University of Finance and Economics

学士, B.A. in English · (1996 - 2000)