

# Jamie Liu

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**Education:** MA, International Comparative Education, Guangxi Normal University, 2011  
BS, Information and Computer Science, Communication University of China, 2006

**Languages:** English, Simplified Chinese

## Translation & Interpretation Experiences

### Translating:

- Translation of educational reports from the U.S. Department of Education for Guangxi Normal university
- Translation of movie subtitles for Chinese websites
- Translation of product overview, specification, and concepts for my company
- Translation of the business requirements from Thai, Nepalese, and Demark customers
- Translation of user's manuals, troubleshooting manuals, and operational guides for my company
- Translation of configuration GUIs for my company
- Proofreading team members' translation

### Interpreting:

- Systematic training and practice on English and Chinese interpreting
- Consecutive interpreter for my company when foreign customers came to Hangzhou for a meeting
- Consecutive interpreter for my foreign colleagues during internal meetings
- Undergoing training with a qualified and experienced conference interpreter

### Related Skills:

- Excellent users of Microsoft Word, Excel, and PowerPoint and Adobe Acrobat
- Familiar with CAT tools such as Trados, Wordfast, and Across

### References:

- Available upon request.