

# Curriculum Vitae

## **Personal Info**

Name: **Jin Tao (金涛)**

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## **Profile Highlights**

- Highly strategic thinking, rich experiences in internationalization projects related to capital and financial market information
- Passionate for language-related jobs with a combined of 12+ years of in-house and freelance document translation and editing experiences
- A total of 5 million words have been processed in the past 12 years covering a wide range of domains or industries, including but not limited to finance, securities, macroeconomics, investment, real estate, new energy, ecology, environment, tourism, TMT, advertising, IT, industry, machinery, etc.
- A quick and agile learner and apt at carrying out in-depth research
- Able to master industrial jargons and deliver high-quality documents within a demanding timeframe both in Chinese and English

## **Working Experience**

2013/08-present Freelance translator and editor

2011/05-2013/07 English Content Director, International Business, DZH Company Limited  
Major responsibilities include building English-language database of China's capital and financial markets; standardizing the English data and content production process to ensure the overall data and content quality; establish the Shanghai English Content Team and Hefei English Content Team.

2010/09-2011/04 Freelance editor and translator, entrepreneur

2008/06-2010/08 Senior Translator & Research Assistant, UOB Kay Hian

2005/06-2008/05 Freelance Translator, Interpreter & Tour Guide

2001/11-2005/05 Financial Translator & Editor, Team Leader, Shanghai Info Channel Co., Ltd. (www.fx168.com)

Translation and editing content covering global forex market, equity market, bond market and futures market, and writing weekly and monthly reviews on forex market.

## **My Clients (translation services)**

- Morgan Stanley Research (outsourced from a translation agency)
- Morgan Stanley Investment (outsourced from a translation agency)
- International Paper (direct client)
- Boston Consulting Group (outsourced from a translation agency)
- Royal Bank of Canada (outsourced from a translation agency)
- Qilu Securities Co., Ltd. (direct client)
- Haitong Securities Co., Ltd. (outsourced from a translation agency)
- Jing'an Culture Museum (outsourced from an advertising agency)
- Ideaxis (direct client)
- www.eastmoney.com (direct client)
- Cognizant (outsourced from a translation agency)

## **Education**

2001/09-2004/01 B.A., English (Business), Fudan University

1998/09-2001/07 Diploma, English (Science & Technology), East China University of Science and Technology

## **Certificates**

Certificate of TEM 8

Certificate of National English Tour Guide