

## Ying Cui

Unit 5, Building 3, Xingchengbeili Quarter, Beijing, China 102425  
+86 17354766583 (mobile) E-mail: yingcui@outlook.com

### Experience:

May 2018-Present	<b>Writer</b>	<i>WordReference</i>	USA
June 2016-Present	<b>Partner of a tight-knit group of localizers</b>	<i>Indie Localizers</i>	N/A
Sep 2015-Present	<b>Foreign Language Transcriptionist</b>	<i>VerbalizeIt</i>	USA
July 2014-Present	<b>Translator/Subtitler (Independent Contractor)</b>	<i>SDI Media</i>	Hong Kong
May 2014-Present	<b>Service Partner</b>	<i>Lionbridge</i>	Ireland
May 2014-Present	<b>Translator (Independent Contractor)</b>	<i>Lingotek Inc.</i>	USA
April 2014-Present	<b>Freelance Editor</b>	<i>Unbabel Inc.</i>	USA
March 2014-Present	<b>Translator (Independent Contractor)</b>	<i>Smartling Inc.</i>	USA
Feb 2014-Present	<b>Freelance Transcriber</b>	<i>CastingWords LLC</i>	USA
Jan 2014-Present	<b>Certified Translator/Proofreader/Reviewer</b>	<i>One Hour Translation</i>	Israel

### Some Other Agency/Company Affiliations:

TEXTKING, Germany	Translator	TRAD'ILP, France	Translator
Babelcube Inc., USA	Translator	Bridgeway Translations, USA	Translator
Dixit, France	Translator	WORD AVENUE LLP, UK	Translator/Editor
gds Sprachenwelt, Germany	Translator	RWS, UK	Translator/transcriber
Tomedes, USA	Translator	GlobalStep Technologies, Canada	Translator/Proofreader
Qordoba, Dubai	Translator& Editor	ComTranslations, Spain	Translator/ Proofreader
Lingosaur (Contatum Ltd.), Finland	Translator	Ad Verbum, Bulgaria	Translator/Proofreader/Reviewer
Translated, Italy	Translator& Subtitler	Translated By Us ApS, Denmark	Translator/Proofreader/Editor
Keywords International, Singapore	Translator	Glocal Media Limited, UK	Subtitler
Matinée, UK	Subtitler& Translator	Power of Babel, Canada	Subtitler& Translator
Pixelogic Media, USA	Subtitler& Translator	Lilt, USA	Translator

Oct 2012–Present **Freelance Translator/Proofreader/Localizer/Transcriber/Subtitler**

### Language Pair:

English<->Simplified Chinese (native)

### Specialty Fields:

Technical, IT, Business, Video Games, Travel & Tourism, Marketing, Machinery, Engineering, Medical & Pharmaceutical, Energy & Environmental, , Real Estate

### Other Working Fields:

Manufacturing, Immigration, HR, Automotive, Arts & Culture, Scientific & Academic, CV & Certificate, Transportation & Logistics, Electronics, Agriculture, General, Literature, Hospitality, Safty, Market Research, Food & Beverage, Retail & Wholesale, Media, Education, etc.

### Other Translating/Interpreting Related Experience:

- Ongoing Translation of open course lectures on a voluntary basis at <http://www.myoops.org>
- March 2010 - May 2011 Interpreted everyday and work-related activities for friends and colleagues on occasion

### Areas of expertise:

Translation/Localization of written and oral material  
Proofreading/Editing translated material  
Subtitling film productions, news reports, lectures, talks, etc  
Ensuring transcript conform with format/quality required  
Transcribing, proofreading, formatting and editing audio and video content

## Translated Publications:

*London Macabre* by Best-Selling Author Steven Savile

*Laguna The Lonely Mermaid* by Best-Selling Author Dan Alatorre

*The Princess and The Dolphin* by Best-Selling Author Dan Alatorre

## Other Qualities:

- Worked, lived and travelled in New Zealand for 15 months and attained general erudition and intimate familiarity with both eastern and western culture and full awareness of diversity & multicultural issues
- Native speaker of Simplified Chinese and fluent in English, both written and spoken, in a wide range of registers
- Mastery of information technology, fine arts and education jargon in both languages
- Good communication and social skills
- Abidance by code of ethics
- Mastery of detail; Be able to identify key points from mass information, and conversely, extrapolate beyond the boundaries of limited information on hand
- Able to prioritize work and meet deadlines
- Translation Capacity: 2000-3000 words/day
- My LinkedIn Profile: <https://www.linkedin.com/in/ying-cui-64213491/>

*Samples of my work:* [Click Here](#)

Aug 2011-May 2014

E-commerce Coordinator

Huatian Handmade Cotton Apparel Online Store (Part-time)

- Performed website marketing, order capture and processing and integrated payments
- Conducted website maintenance to keep online shop up-to-date
- Performed excellent post-sales service to maintain high customer satisfaction and follow-up business
- Dealt with customer queries and responded to comments and criticism in a constructive and positive manner
- Adopted consultative sales approach and provided excellent customer service
- Corresponding with overseas clients
- Translating research-related information such as fashion trends
- Cross-cultural adaptation of advertising

March 2010 - May 2011

Overseas Experiences

New Zealand

- Packing & grading kiwifruits, kiwifruit package making, thinning & pruning kiwifruit trees, trimming & wrapping grapevine and grading asparagus
- Awarded *The Best Employee of the Week*
- Backpacked through most parts of New Zealand South Island and many parts of North Island
- Volunteered at Stewart Island for SIRCET conducting plant nursery and pest control

Oct 2008 - Jan 2010

Education Consultant

Natural Light Education Consulting Co., Ltd.

Baoding, China

- Designed and implemented various educational programs
- Conducted research related to education
- Introduced courses and teaching methodology to potential customers to meet their needs
- Complied with standardized sales policies and processes
- Developed positive relationships with customers and colleagues
- Supported direct sales and marketing activities
- Provided customers with necessary consultation on their development and maintained customer satisfaction
- Followed up with potential customers to confirm the appointments and maximize attendance
- Achieved individual new and renewal enrollment targets

June 2006 - June 2007

Assistant Manager

Novelty Stationer

Sanya, Hainan, China

- Reconciled payments and receipts to various parties on time
- Created simple databases to maintain accurate inventory records
- Performed day-to-day product sales, marketing, and service activities
- Coordinated merchandise replenishment and the flow of merchandise
- Processed and dispatched all inwards and outwards goods
- Conducted store commodity display
- Ability to adjust priorities and effectively multi-task
- Delivered exceptional customer service and developed a loyal customer base

Dec 2002 - May 2006

High School Computer Teacher

Baoding No.2 Vocational High School

Baoding, China

- Developed curriculum and taught courses including, Windows Administration, MS office, Database Management, Adobe Photoshop, Website Design, Flash, Dreamweaver, Fireworks, etc.
- Provided lab tutorials; Instructed and assisted students in their computer lab sessions
- Graded assignments, tests and exams
- Actively participated in staff meetings and brainstorming sessions
- Performed general office administrative and clerical duties at School Administration Office
- Assisted students with homework and test preparation

### Education:

Sep 2002-July 2005

Bachelor Degree in Computer Science and Technology

Hebei University, China

Sep 1999-July 2002

Associate's Degree in Computer Science Education

Baoding Teachers College, China

*Degree Thesis: The Development of Online Shopping System*

### Skills & Qualifications:

- Language: National College English Test BAND 6 (advanced), IELTS 6.5
- Computer Skills: Computational Theory, Operating Systems, Computer Networks, Microsoft office, Adobe Photoshop, WordPress, Adobe InDesign, Adobe Illustrator, Adobe Acrobat, Pagemaker, Fireworks, HTML, XML, JavaScript, CSS, PHP, Notepad++, etc.
- CAT Tools: OmegaT, MemoQ, Across, SDL Trados Studio 2015, MemSource, SmartCAT
- Transcription Software: Express Scribe
- Subtitle Editor: Aegisub, Jubler, Subtitle Edit, Subtitle Workshop
- National Computer Rank Examination Rank 3B (advanced)
- Painting (watercolor& acrylic)

### Locate & Travel:

Willingness to relocate anywhere and any amount of travel required to handle the position effectively