

Will Chen

Translator

AREAS OF EXPERTISE

Translating legal documents

Proofreading Interpreting

Terminology Multi lingual

European languages

PROFESSIONAL

First Aid Certificate NVQ in

*Advice &
Guidance*

PERSONAL SKILLS

Detail orientated Well organised

Friendly

PERSONAL DETAILS

Will Chen
E-mail: willdemos@gmail.com

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

Interpreting Company – Coventry

TRANSLATOR June 2006 - Present

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties:

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters from a foreign language to English & vice versa.
- Reviewing and proofreading mother-tongue text.
- Revising more junior translators' translations.
- Conducting face-to-face interpreting.
- Telephone interpreting.
- Working as a translator for Law firms, charities and local councils.
- Supporting the translation team with other projects when necessary.
- Excellent English speaking and writing skills.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.

KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Able to fluently speak English, Chinese, Japanese.
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Willing to travel and able to work under pressure.
- Able to prioritise work.
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ACADEMIC QUALIFICATIONS

BA (Hons) Translation Media & Chinese
GuangZhou University 2006 - 2010

REFERENCES – Available on request.