

GIA ROBERTSON

Chinese/English Translator

10365 S Willow Creek Dr, Oak Creek, WI 53154, USA

T: +1-262-221-7552 F: +1-262-317-9298 E: Translator@att.net

Languages:

Chinese (traditional and simplified) (native)

Cantonese

English

PERSONAL SUMMARY

A multi-cultural, multi-skilled, reliable and talented translator with a long track record of translating written documents from English to Mandarin (traditional or simplified), Cantonese or vice versa. Many years of on-the-job multi-national trade experience between Asian countries and the U.K and U.S.A, expertise in translation of trade brochures, product literatures, medical documents, and website localizations. A quick learner who can absorb new ideas and can communicate clearly and effectively with clients from all social and professional backgrounds. Polite, punctual and adheres to deadlines.

Types of work:

Legal

Commercial

Medical

Academic

Real Estate

Website localization

Would like to work freelance for a translation agency providing translation and interpretation service to clients where needed.

WORK EXPERIENCE

Many years work in import/export trade with China, Taiwan, Hong Kong, Singapore, Malaysia, U.K and U.S.A.

Familiar with international trade regulations, product presentations, business correspondence, legal documents, medical translations, real estate.

Volunteered for non-profit agencies.

CAT Tools:

SDL Trados 2014

Wordfast

KEY SKILLS

Translate/Interpret/Proofread English, Mandarin (traditional and simplified), and Cantonese.

Excellent in research of legal and technical phraseology to ensure the correct translation is used.

Familiar with main Chinese consumer and B2B social media, e.g Weibo, Baidu, Taobao, Alibaba

Able to prioritize, work under pressure and deliver work on time.

Desktop Publishing:

PageMaker

QuarkXpress

InDesign

ACADEMIC QUALIFICATIONS

BSC in Economics, Brunel University, Uxbridge, U.K.