

NEIL YUYANG GUO

▪ 2 Kerilee Ct, Bella Vista NSW Australia ▪ +61 (0)455 588 344 ▪ Neilson1235@outlook.com ▪

Skype: Neilson1235@outlook.com

SUMMARY

- Native English speaker, bilingual in Chinese Mandarin (traditional and simplified) and fluent in Japanese
- Admitted as a solicitor in the Supreme Court of NSW, Australia, experience practicing as a solicitor, and as a translator in multinational law firms.
- Commitment to excellence, good communication, reliability, fluency, and minimal errors.
- Knowledge of legal and financial systems, including the legal systems in both Common and Civil Law countries (US, UK, Australia, Singapore, Hong Kong, Taiwan, China, Japan), as well as GAAP and the international regulatory framework for banks.

QUALIFICATIONS

- **JLPT** Japanese proficiency exam (highest level)
- **HSK** Chinese proficiency exam (highest level)
- **Masters of Commerce** (Finance) University of Technology Sydney (equivalent to M.A)
- **Bachelor of Laws** University of New South Wales
- **Bachelor of Commerce** (International business) University of New South Wales

EXPERIENCE

FREELANCE TRANSLATOR **Part-time** (November 2012 – September 2015) **Full-time** (September 2015 ~ present)

- Translation and reviewing of legal, financial, and business documentation from Japanese and Chinese into English.
- Main subjects include contracts, e-mails and other correspondence, accounting documents, litigation and administrative inquiry materials (particularly for DOJ), judgments, and tender specifications. Particular specialization in the automotive, banking, and pharmaceutical industries.
- Working with major agencies (such as Transperfect and ULG) as an independent contractor.

TMI ASSOCIATES (TOKYO) **Legal Editor/Translator** (September 2014 – September 2015)

- Translation and editing of Japanese and Chinese documents into English including, but not limited to, contracts, deeds, patent documents, judgments, and corporate, corporate finance, and litigation documents.

MORGAN LEWIS & BOCKIUS (TOKYO) **Paralegal/translator** (April 2014 – September 2014)

- Project management and translation of Japanese and Chinese documents into English including, but not limited to, contracts, litigation documents, evidentiary documents, judgments, and certificates.
- Document review in Japanese and Chinese for US anti-trust litigation involving automobile manufacturers.

AUSTIN HAWORTH & LEXON (SYDNEY) **Solicitor** (January 2012 – November 2012)

- Drafting of legal documents, including, but not limited to, commercial agreements, briefs, and trust deeds.
- Translation of Chinese legal documents into English including, but not limited to, contracts and affidavits.

NORRIS SOMERS SOLICITORS (SYDNEY) **Solicitor** (December 2010 – January 2012)

Paralegal (March 2007 – December 2010)

- Litigation and litigation support including interviewing clients and drafting affidavits and court documents.
- Drafting of contracts for commercial and property law, trust documents, and letters of advice.

SKILLS

Computer Advanced proficiency in Word, Excel, PowerPoint, and Trados and Wordfast.
Achievements Graduated secondary school in the top 0.5% of New South Wales; received the Premier's Award.
Interests Reading, writing, triathlon, and video games.