

## FREELANCE TRANSLATOR CV



**Name:** Tzaoyi Cao  
**E-mail:** [tzaoyi@gmail.com](mailto:tzaoyi@gmail.com)  
**Work telephone:** +86 158 0243 5491  
**Skype:** tzaoyi  
**Facebook:** <https://www.facebook.com/tzaoyi>  
**Twitter:** tzaoyicao  
**Address:** Street Wanjiali Section III No. 399, Feicuiyuantian, Building 8, Unit 1 Room 1001. Changsha, Hunan, China

**Nationality: Chinese** Date of Birth: 24-03-1980  
**Work Objectives** Fast and Efficient translation services, Delivery before deadline, Always satisfied customers, Standard Chinese Prices  
**Mother Language:** Chinese  
**Skills:** Language translation  
Proofreading & Editing  
Harmonization, Phone Interviews  
Language Quality Assessment

**Language Pairs:** **English- Chinese (Native)**  
**French- Chinese**  
**Spanish – Chinese**  
**Portuguese – Chinese**  
English- French (General, build & Construction, Electronic & Electrical, Law & Contract)  
English- Spanish (General, build & Construction, Electronic & Electrical, Law & Contract)  
English- Portuguese (General, build & Construction, Electronic & Electrical, Law & Contract)

**Major Projects:**  
[Norma Argentina](#) – IRAM-AITA- Vehículos automotores - 150,000 words  
[Aloca Alumínio S.A.](#) Fábrica de Alumínio, Poço de Caldas- MG Especificação Técnica - 120,000 words

**Xuzhou Construction Machinery Group(XCMG)** Manual de manutenção de chassis do guindaste XZ30K5 – 50,000 words

**Huawei Technology** - Huasai Projecto OA/Email de Angola – 100,000 words

**Eletrobras** – Contrato de Compartilhamento de Instalações Porto Primavera transmissora de energia /Brilhante transmissora de energia – 60,000 words

**AGÊNCIA NACIONAL DO PETRÓLEO, GÁS NATURAL E BIOCOMBUSTÍVEIS**- Normas Brasileiro ABNT NBR – 140,000 words

**PETROAMEZONAS EP**- Comision de negociación con la empresa china electric power equipment and technology co. ltd. (cet)para el desarrollo del sistema eléctrico interconectado petrolero extendido (seip-e) a nivel de 138 kv – 160,000 words

**ESPECIFICACIONES TECNICAS PARTICULARES**- Ampliación subestación uribante 230 kv- 10,000 words

**Reglamento Colombiano de Construcción Sismo Resistente** NSR-10 TITULO F- Estructuras Metálicas- 153,000 words

**Interoil Peru S.A. Departament de Exploración- Explotación** Recuperación Máxima Eficiente MER- LOTE III – 200,000 words

### Computer technology:

SDL Trados, Word, PDF, HTML, Image Processing, Photoshop, etc.

### Primary Areas of Work

Specialized in: Building & Construction, Oil & Gas, Heavy Industry, Legal Military, Education, Healthy, Business (Contracts, Annual Report, SHE, etc), Arts & Cultura, Automotive, etc.

Example of types of document translated			
Police / Courts	Building & Construction	Education	Business
Marriage, Divorce, death and birth certificates	Technical Specification Building inspections	Directorate of Education Curricula	Contracts Rental contracts
Immigration documents	Reports	Diplomas	Profit/loss accounts
Marriage agreements	Specification lists	Transcripts	Balance Sheets
Court settlements	Bridges, tunnels, freeways, National Building Standards	Universities & colleges Thesis & Dissertation	Annual Reports General Meetings
Court findings: Supreme Court, Court of Appeals and District court	Property development in China and Africa Oil & Gas	Educational reports Vocational certificates	SHE/Strategy/Contingency Sales Information Marketing & Advertising

### Social Skills & Competences in a Professional Context

2006-2008

Lived and worked for **CIMC (China International Marine Container)** for the Project in **Charles de Gaulle Airport of France** as the Translator and Interpreter of French and Chinese or English,

2011-2012

Lived and worked for the company **Zoomlion Heavy Science** for the Investment and Establishment of factory in **Brazil**

2014-2015

Lived and worked for the company **CEEG (China Electrical Equipments Group)** for the negotiation of Photovoltaic Plant in **Chile**.

### **Formal Education / Training**

1998- 2002

**Tianjin Urban Construction University**, Tianjin, China

Construction Material Science & Engineering, Bachelor of Engineering

2000-2002

**Beijing Foreign Study University- French** Language and Commerce

2004-2005

**Beijing Foreign Study University- Spanish** Language and Commerce

2005-2006

**Beijing Foreign Study University- Portuguese** Language and Commerce

I work full-time as a freelance translator with my own business from a home office.

My many years in France, Brazil, Chile and my abundance of work, education and cultural experiences have given me unique and complex insight into Chinese, French, Spanish and Portuguese language, which I apply to all my translation specialty areas.

I have contracts with a dozen Chinese Translation Agencies and European/American as well.

My skills are in demand and lauded by all my agents and providers. I am skilled in multiple subjects, which is seldom in the translation trade.

On free days and in empty hours of the afternoon when I do not have any translation work or bookkeeping to do, I spend my time climbing mountains and travel.