

CV of Gigi Luo



Personal Information:

Name: Gigi Luo
Gender: female
Date of Birth: 19.9.1986
Email: gigi.jiao.luo@gmail.com
Occupation: translator / project manager
Native Language: Chinese
Second Language: English, French, German
Certificates and qualifications: December 2008 Certificate for TEM-8 (Test for English Major Level 8)
July 2005 Certificate for NCRE-2 (National Computer Rank Examination Visual Foxpro-2)
CAT tools: Trados 2019, MemoQ 8.6, Across 6.3, Memsources 6.3, SDLX, Passolo 2016, Transit NXT, TWS, Smartling, XTM etc.
DTP tools: InDesign, Illustrator, MS Word, Excel, PowerPoint, FrameMaker, AutoCAD, Photoshop, Adobe PDF, Quark, CorelDraw etc.
Field of Specialties: **marketing, tourism, technical, IT / telecommunications, legal, business, finance, management, patents, games, and medical sciences etc.**
Awards: Third-grade scholarship for 2005-2006
Special-grade scholarship for 2006-2007
Service: **Translation, Translation project management, Proofreading, DTP**
Summary: **7 years of experience as a professional translator**
3 years of experience as a project manager

Language Pairs

English<>Simplified Chinese, Traditional Chinese (Hong Kong & Taiwan)
German > Simplified Chinese, Traditional Chinese (Hong Kong & Taiwan)
French > Simplified Chinese, Traditional Chinese (Hong Kong & Taiwan)

EDUCATION

INSTITUTION and LOCATION	DEGREE	MM/YY	Major	Second Major
Central South University, China	B.A.	06/2008	English	German, French

Working experience

Freelancer (Jan. 2015 – Now)

Full time freelance translator

Translator & project manager (Jul 2013 – Feb 2015)

Company: CCJK Technologies

Managing & Translating various localization projects, including Business, Tourism, Management, Leisure, IT, website localization, transcription, subtitling etc.

Translator (Jan 2011 – May 2013)

Company: SirThinking

Translating high quality standard SAP series products;

Translating other projects covering IT, marketing, environmental protection, financial, technical, legal fields.

Translator (Jan 2009 – Dec 2010)

Company: CITIC Group

Worked as a translator and part time interpreter for e-Communication, translating Articles of Incorporation

Translation jobs managed/completed:

IT and software, hardware:

Project: Xrite_XCQC: Software Strings (EN-CN)	Words: 40,000
Project name: SAP IT, chemical phrases (EN-CN)	Words: 80,000
Project name: BAT (Baidu, Alibaba, and Tencent translation job) (EN-SCH, TCH)	Words: 100,000
Project name: Evonik translation job (2014-now) (DE/EN-CN)	Words: 100,000
Project name: Amazon translations (EN-CN)	Words: 500,000
Project name: Alibaba strings translation (EN-CN)	Words: 500,000
Project name: Micron Technology jobs (EN-CN)	Words: 100,000
Project name: Cisco translation (EN-CN)	Words: 500,000
Project name: Facebook website review (EN-TCH)	Words: 100,000
Project name: HP localization jobs (EN-SCH/TCH)	Words: 200,000
Project name: RICHEMONT IT & Stock translation (EN-CN)	Words: 200,000
Project name: McAfee software translation (EN-CN)	Words: 300,000
Project name: Microsoft series of translation (EN-CN)	Words: 500,000

Marketing, Training, Tourism, Education:

Project: Privacy Training – 2008 (SUBJECT INFORMATION SHEET AND CONSENT FORM)	Words: 6,000
Project name: Chinese marketing brochure for Turkish Airlines (THY) (EN-CN)	Word: 12,000
Project name: Hugo Boss clothes management (2012-now) (DE/EN-SCH, TCH)	Word: 200,000
Project name: Cigna e-learning training and management jobs (EN-SCH, TCH)	Words: 500,000
Project name: FRAPORT marketing translation (DE/EN-CN)	Words: 10,000
Project name: Bayern Tourism Translation (DE/EN-CN)	Words: 30,000
Project name: Holiday Inn marketing series project (EN-SCH, TCH)	Words: 50,000
Project name: Novartis training and management jobs (EN-CN)	Words: 100,000
Project name: Marriott Hotel translation jobs (EN-CN)	Words: 100,000
Project name: Education programs translation (EN-CN)	Words: 100,000
Project name: Immigration related material translation (EN-SCH, TCH)	Words: 50,000
Project name: Ecovadis marketing translation (DE/EN-SCH/TCH)	Words: 80,000
Project name: Stella McCartney translation (EN-CN)	Words: 50,000
Project name: Silhouette translation (DE/EN-SCH, TCH)	Words: 50,000
Project name: Maldives Tourism translation (EN-CN)	Words: 100,000

Technical, Automobile:

Project: Sany Group technical and marketing translation job (CN-EN)	Words: 2,000,000
Project name: KNAPP technical translation (DE/EN-CN)	Words: 100,000
Project name: tecsis technical and marketing translation job (DE/EN-CN)	Words: 100,000
Project name: Knorr Bremse technical and marketing translation (DE/EN-CN)	Words: 10,000
Project name: Herrenknecht technical and marketing translation (DE/EN-CN)	Words: 20,000
Project name: BMW technical and marketing translation (DE/EN-CN)	Words: 500,000
Project name: Greiner technical and marketing translation (DE/EN-CN)	Words: 50,000
Project name: Vögele technical translation (EN-CN)	Words: 10,000
Project name: Woodward translation jobs (EN-CN)	Words: 120,000
Project name: MMZO manuals translations (EN-CN)	Words: 150,000
Project name: Blum translation jobs (DE-SCH, TCH)	Words: 50,000

Healthcare and Medical:

Project name: Medical Treatment Questionnaire (EN-CN)	Words: 30,000
Project name: Fitbit APP translation (EN-SCH, TCH)	Words: 300,000
Project name: Complete Athlete book translation (EN-CN)	Words: 120,000
Project name: DMG dental translation (EN-SCH, TCH)	Words: 100,000
Project name: Pathway Genomics translation (EN-CN)	Words: 150,000
Project name: Clinical Study Report (EN-SCH, TCH)	Words: 30,000

Home appliance and electrical:

Project name: Miele Kitchen appliance brochure (EN- SCH, TCH)	Words: about 1000,000
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Project name: B&O sound translation (EN-CN)	Words: 60,000
Project name: Kitchen stories menu translation (DE/EN-CN)	Words: 8,000
Project name: Rational Kitchen appliances (EN-CN)	Words: 50,000
Project name: Hunter Home Appliance App translations (EN-ZH)	Words: 150,000
Project name: Rain Bird Home Appliance App translations (EN-ZH)	Words: 150,000

Finance & Legal:

Project name: Taiwan government legal materials translation (CN-EN)	Words: 500,000
Project name: Rental regulation translation job (EN-CN)	Words: 80,000
Project name: Company regulatory materials translation job (EN-CN)	Words: 20,000
Project name: Joint venture contract translation (EN-CN)	Words: 20,000
Project name: Employment and NDA materials translation (EN-CN)	Words: 20,000
Project name: Company financial statement translation (EN-CN)	Words: 20,000

Games:

Project name: EVE online games (EN-CN)	Words: 60,000
Project name: Avakin, Carnival, OneShot, God & Glory games translation (EN-CN)	Words: 150,000
Project name: Into the Badlands (EN-CN)	Words: 10,000
Project name: The Three Kingdoms (EN-SCH, TCH)	Words: 200,000
Project name: My Castle (EN-CN)	Words: 100,000
Project name: Legend of Imperial Concubine Xi (CN-EN)	Words: 300,000

TV series, film:

Project name: Black Coal (CN-EN)	Words: 30,000
Project name: Legend of MiYue (CN-EN)	Words: 300,000

Sports:

Project name: Complete Athlete (EN-CN)	Words: 150,000
Project name: Fitbit APP translation (EN-SCH, TCH)	Words: 300,000

Insurance:

Project name: FDIC training and questionnaire materials (EN-CN)	Words: 100,000
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Agriculture:

Project name: Food safety and Legal Pesticide (EN-CN)	Words: 35,000
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Clothes:

Project name: Hugo Boss Clothes translation jobs (DE/EN-CN)	Words: 300,000
Project name: Pedro Clothes translation jobs (EN-SCH, TCH)	Words: 200,000

And more other translations jobs not all listed above.....

Comments from some clients

Hi Gigi

you (and your team?) did a really great job of the translation.

I personally am very, very pleased with your result.

After editing, a few minor corrections were made, but nothing of concern.

Yes, you will receive a bonus payment (to be announced) for completing a difficult assignment well and on time.

Word count is 3344, so please use this count for your invoice.

Best, for now, Warwick

Hi Gigi,

I was able to download the file through [yousendit.com](https://www.yousendit.com) and open it up. I did not look at every line, of course, but I glanced at it quickly and it looks fantastic! Excellent job so far. If you deliver the entire file by the deadline, I will be happy to pay you \$7000 in total, as I mentioned before. It looks really good, Gigi. Thank you.

Sincerely,

Aaron

Hello Gigi,

Thank you so much for the partial delivery. I cannot judge your Chinese translation as I do not speak Chinese (unfortunately), but I must commend you on your organization. Few people/translator teams are as professional as you are.

Thanks again, and have a nice evening!

Regards,

I am quite impressive with your professionalism and your work. For a non-native English speaker, those translations were near-perfect and required very few adjustments. I'm a translator, too, so I know that it's not always easy.

I will definitely be in touch with you again if we have more projects in your language pairs. Thanks so much for a great job. If you want feedback on Proz, I would be happy to give you a positive rating.

Thanks again,

Brinner

Hello Gigi,

I hope by the time you read this, you've had a good rest. We've had our reviewer go over your text. His comments are as follows:

Overall the translation is very good. It does tend towards being somewhat formal but the meaning is very clear. There are just a few pots, usually isolated phrases that lack sentential context, which could use some tweaking.

Thank you!

Merri