

Miss Hongxi (Willow) Liu

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EDUCATION

McGill University, Montreal, Canada

2013-2015

Master of Arts, Educational Administration

- Graduate Student Representative, April-Aug 2014
- DISE Graduate Excellence Entrance Awards, Sept 2013

Peking University

2014

Coursera Verified Certificate, Principles and Practice of Computer-Aided Translation

Changsha University of Science and Technology, Hunan, China

2009-2013

Bachelor of Arts, English (Literature and Translation)

- Academic Scholarship-Superior Student, 2010, 2011, 2012, 2013
- Participant, Cultural Exchange Program, Kogoshima, Japan, June-Aug 2009.

CERTIFICATIONS

TEFaQ (Test d'évaluation du français adapté au Québec) (Niveau B2)

Oct 2014

First Aid Certification in CPR/AED Level C

April 2014

Chinese Senior High School Teaching Certificate

May 2013

Japanese Language Proficiency Test Certificate (N3)

Aug 2011

Putonghua (Mandarin) Proficiency Test (二级甲等)

Dec 2010

SKILLS

- **Language:** Chinese, English, Japanese and French
- **Experienced CAT Tools:**

SDL Trados 2011, 2015	MemoQ	Alchemy Catalyst	memSource	XTM Cloud
ABBYY FineReader (OCR)	Microsoft Word, Excel, PowerPoint	WordFast Pro	Publisher	Adobe InDesign

WORKING EXPERIENCE

Freelance Mandarin Subtitled/Translator/Proofreader/Transcriber
Montreal, Quebec, Canada

2011-2013
2015-Present

SPECIALIZATION:

Subtitling:

- Translating/proofreading TV series, movies, trailers and documentaries from English to Mandarin Simplified/Singapore/Traditional.
- Quality assurance/control.
- The correlation and rematch of subtitles.
- Editing the timing of videos, dubbing.
- Evaluating translation and drafting evaluation report.
- Transferring Mandarin Traditional to Mandarin Simplified.
- Consistently completing work by deadline.

Marketing/Finance:

- Translating/proofreading marketing notes, business news, finance documentaries, brochures, etc.

Music/Audio Technology:

- Translating/proofreading product brochures, catalogue, user manual, legal terms specially for music/audio technology companies.

IT:

- Translating/proofreading/making subtitles for IT online training courses, conference presentations, tests.

Freelance Chinese Online Teacher (Remote)

2016-Present

Living Language, New York, USA

- Teaching students from different Chinese levels
- Posting Chinese grammatical or culture posts on the forum monthly

Chinese Class Teaching Assistant

2014- 2015

McGill University, Montreal, Canada

- Taught undergraduate students
- Previewed students' assignments and made recommendations
- Graded exams & papers

Human Resources Coordinator (Internship)

Feb-May 2014

Society for the Protection of Animals (S.P.A. Canada), Montreal, Canada

- Drafted job descriptions and posted jobs on different job banks.
- Took part in some interviews and provided HR advice to supervisors.

Elementary English Teacher (Part-time)

2010- 2013

Changsha Democratic West Street Primary School of Kaifu District, Hunan, China

- Taught 25 students, wrote teaching plans and checked homework.
- Established good relationships with students and other teachers.

VOLUNTEER EXPERIENCE

International Student Buddy, McGill University, Montreal

June-Aug 2014

Receptionist, La Maison de L'amité, Montreal

2013-2014

- Promoted language courses to prospective students.
- Took charge of registration.
- Used Microsoft Office Excel to update class and student information.

Homework Mentor/activity coordinator

Sept-Dec 2013

Riverview Elementary School, Montreal, Canada
