



Jessica Peng

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Date of Birth: Feb. 10, 1992

Based in: Harbin, China

PROFILE

A certified, cooperative and dedicated **FREELANCE TRANSLATOR (CHS/CHT ↔ EN)** and **TAC MEMBER** with over 3 years' translation and proofreading experience in **medical instruments, mechanical engineering, electrical and electronics engineering, and legal documentation**. Used to working under pressure and to meeting strict deadlines through career skills and personal commitment to the job. Proficient with the most popular CAT tools and software.

NOTE: TAC is short for the Translators Association of China.

CAREER HISTORY

2014 - Present Professional freelance translator, serving (over the Internet) various enterprises in China, Singapore and Indonesia, including but not limited to Dymind, Comen, SINOMDT, Bauing Group, EAST, GMCC, Midea, Huawei, INMOTION, etc.

EDUCATION & TRAINING

- BAdmin in Public Administration, Heilongjiang University;
- Systematic **self-learning on translation theories and skills** by attending distance learning courses provided by koolearn.com Inc. under New Oriental Education and Technology Group;
- **Continuation education and special training** for the bearers of the Translation and Interpretation Proficiency Qualification Certificate, organized by the TAC every 3 years.

ENGLISH-RELATED CERTIFICATES

- Certificate of CET-6 [College English Test (Band 6)] - Excellent
- Translation and Interpretation Proficiency Qualification Certificate - Level 3

CAT TOOLS & SOFTWARE

- SDL Trados Studio 2015 - Advanced
- Microsoft Word, PowerPoint, Excel 2016 - Advanced

- Microsoft Visio 2013 - Intermediate
- Adobe Acrobat XI Pro - Intermediate
- LaTeX - Basic
- Adobe PhotoShop CS6 - Basic

SERVICES OFFERED

Fields	<p>Medical: <i>Medical instruments</i> <i>Clinical medicine</i> <i>Medical health care</i></p> <p>Technical: <i>Mechanical engineering</i> <i>Electrical and electronics engineering</i> <i>Chemical engineering</i> <i>Telecommunications, networking</i> <i>Software / website localization and internalization</i> <i>Relevant industrial standards and technical documentation</i></p> <p>Legal: <i>Contracts and general legal documentation</i></p> <p>General: <i>Business, tourism, advertising, screenplay, etc.</i></p>
Language pairs	<p>Between English Simplified / Traditional Chinese (Mandarin)</p>
Translation (typical rate and capacity)	<p>Typical rates: <i>English to Chinese (Simplified or Traditional): 0.06-0.08 USD per source word</i> <i>Chinese (Simplified or Traditional) to English: 0.05-0.07 USD per source word</i></p> <p>Capacities (daily output) at assured quality: <i>English to Chinese: 2,000-3,000 source words per day</i> <i>Chinese to English: 4,500-5,500 source words per day</i> Speed varies depending on familiarity with or complexity of the tasks.</p>
Proofreading (typical rate and capacity)	<p>Typical rate: <i>0.02-0.04 USD per source word for decent translations only</i></p> <p>Capacity: <i>Determined after the translation quality assessment</i></p>
Any other services, please mention (except for interpretation)	Negotiable

PAYMENT METHODS & SCHEDULE

PayPal	OK
Bank transfer	OK
Alipay (Zhifubao)	In case you want to pay in RMB and you have an account at Alipay.
WeChat	OK
Other methods	Negotiable

Requirements on Payment Schedule:

- 1) **Translation Agencies:** Translation Agencies are suggested to pay ***within 30 days after delivery / invoice***. The ***latest*** I can accept is ***45 days***. For a large project (over 15,000 source words) assigned by a new agency that I have little idea about, partial payment (50% of the total payment) in advance may be required.
- 2) **Direct Clients:** If you are my direct client, payment ***no later than 7 days after delivery / invoice*** is required. Deposit / prepayment may be required for a new client, or for a large project.

Other information is available upon request.