



# Lijuan Tian

Freelance Translator in English and Chinese



## Profile

- Over 10 years' hands-on experience in providing written translation
- 3 years' experience as a translation project manager
- Familiar with localization style guides developed by large companies such as Microsoft and Huawei



## Professional Experience

### Freelance translator (CN-EN) for IT + marketing fields at CSOFT

Since December 2021

Translate UI and marketing documents for OPPO, software UI documents for Youqu Technology and human resources documents for SEMCORP.

Got at least 4 (very good) on a 5-point scale for evaluation by native editors

### Freelance translator (EN-CN) for general, marketing, and financial fields at LionBridge

Since March 2021

Translate general, marketing, and financial documents for Esker, Allianz Group, AppsFlyer, Honeywell, Reckitt Benckiser Health, and Schindler.

### Freelance translator (EN-CN) at Puma

Since May 2020

Translate Puma's training materials such as product cards, Let's Network participant guide, Global Minipod documents, and a visual merchandising handbook as well as related videos.

### Financial translator and reviewer (EN-CN and CN-EN) at Preferral Info Tech Limited

Since April 2019

Translate and edit financial documents, including prospectuses, interim/annual reports, circulars, results announcements, and other announcements, for clients whose shares are or are to be listed on Hong Kong Stock Exchange.

### Freelance translator at Shiseido

Since January 2019

Translate Shiseido's quarterly user profile and brand performance reports.

### Freelance translator (EN-CN and CN-EN) at Pactera

Since April 2018

Translate technical documents (CN-EN) such as WeChat mini-program documents and market reports (EN-CN) for Tencent Games.

### Freelance translator (EN-CN and CN-EN) at Sunyu Transphere

## Details

Suzhou, SIP, Jiangsu Province, China

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## Links

[Proz Profile](#)

[LinkedIn Profile](#)

## Area of Expertise

General, marketing, IT, finance, and legal

## Education

September 2018 — June 2009

Bachelor's degree from Nanjing University

Major in public administration and minor in law

## Certification

### China Accreditation Test for Translators and Interpreters (CATTI)-II

November 2018

### Shanghai Interpretation Accreditation (Advanced Level)

September 2018

### SDL Post Editing

Valid from 22 Sep 2021



Since July 2017

Translate and review technical and legal documents for clients such as Huawei, Alibaba, and Tencent;

Recognized as one of the top 10 best part-time translators of the Company for February 2019.

### **Director at Suzhou CYT Translation Co., Ltd.**

December 2012 — August 2016

- Translated and edited various documents such as product manuals and contracts;
- Assigned translation tasks to in-house and part-time translators, tracked translation progress, researched any queries, performed QA checks, and evaluated the quality of translations; and organized training on translation skills and other learning activities;
- Helped the company win several large translation projects (such as Laundry Alliance System's project of more than 20,000 words); and prepared a manual on how to use common translation tools to improve efficiency.

### **Huawei ODC Translator (CN-EN) at Jiangsu Sunyu Information Technology Co., Ltd.**

October 2010 — November 2012

- Translated Huawei's technical documents such as release notes, user manuals, and UI strings;
- Served as a mentor for 2 new recruits and the owner of some translation projects; Achieved A (top 5%) or B+ (top 10%) in quarterly performance appraisal and secured a quarterly incentive of 2,500 yuan from Huawei at least 3 times during the employment;
- Often got B (above average) for technical translations submitted to foreign editors.

### **CAT Tools**

MemoQ, Trados Studio, Wordfast, X-bench

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Online translation tools such as Crowdin, Smartling, Smartcat, and XTM Cloud

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## **Some of My End Clients**

### **.Marketing**

Good Shepherd Services, SAP, Puma, Shiseido, Jumeirah, Knight Frank, Viking Cruises, Ohly, and consulting firms such as Ipsos, PRS IN VIVO, and GfK

### **.IT**

OPPO, AppsFlyer, Snapchat, Huawei, Tencent, Alibaba, Microsoft, Adobe

### **.Finance**

Esker, Allianz Group, Reckitt Benckiser Health, Hong Kong Stock Exchange, WPIC

### **.Legal**

Paypal, Wish, Zynga, Lancer, Honeywell