



CURRICULUM VITAE

Haiyan GONG, female, 32 years old
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Highlights

Medical education background, Certified translator, 8-year rich and solid translation experience.
Hardworking and a strong team player. Embrace challenges and changes. Active learner.

Experience

QM

WIT Translation & Consulting
2022/12 to now

Responsibilities:

Mainly proofread English <>Chinese translations of ESG reports (which are usually released on the website of HKEX) and other financial and legal documents from listed companies, such as IPO, prospectus, contracts and agreements, litigation-related documents, and more.

Translate Chairman’s Messages and other leader’s statements, as well as significant parts of other translation documents.

Build glossary of terms for translation projects.

Field: Financial and Legal.

End Clients:

S.F. Holding, Tencent, Luxshare Precision Industry Company, Midea Real Estate, Country Garden, Guangzhou Automobile Group, Ant Group, WeBank, HNA Group, GEM, TCL Electronics, China Lesso, ZTE, China Coal Energy Company, Sany Heavy Equipment International, Bird & Bird International, etc.

Good Enterprise Limited
2022/05 - 2022/11

Editor, translator, and sourcing

Responsibilities:

1. Editing all English<>Chinese translation by outsourced freelance translators.
2. Sourcing needed global freelance translators for various language pairs.
3. Translation.
4. Other work, such as helping build a translation platform and translator community management platform, establishing guidance or opinions on vectorgraph for product instruction manual production, establishing precautions of safety rules for instruction manuals

production, building Translation Memory (TM) and Termbase (TB), etc.

Performance:

1. Edite or translate 500,000 words for English < > Chinese projects.
2. Help the company sign new customers with high quality translation output.
3. Control Translation quality to help the company reduce or avoid complaints from customers.
4. Help the company build translation and translator community management platforms, processes, Translation Memory, Termbases, etc.

Self-employed translator

2016/11-2022/05,
6years

Translating, editing and developing customer etc.

Translated and edited over 3 million words for English < > Chinese projects.

Services: Translation, editing, proofreading, transcription, subtitling, interpretation, etc.

Fields: Medical and pharmaceutical, construction and machinery, law and patents, financial and marketing, IT and localization, automotive, electric and electronic appliances and products, etc.

Content: Medical devices and systems, medical and pharmaceutical study reports and papers, medical policies, informed consent, inspection sheets, medical records, medical bills, etc.; Articles of association, litigation documents, legal and compliance documents, various contracts, certificates, notarization, notifications, notices, insurance bills, and bank papers, etc.; Invention, utility and design patent application, patent-related litigation documents, etc.; Annual reports and financial statements, audit, investment-related documents, listing-related documents, marketing plans and documents, market investigation and surveys, etc; Digital systems of machinery or devices, software, platforms, Certification and training materials for IT certification, online courses, etc.; automotive products, service systems, diagnostic systems, parts and components, surveys, etc.; other content such as new materials, chemicals, fashion, gaming, food and beverage, travel, etc.; Construction machinery, construction reports and assessment, etc.

Customers (maintain long-term and stable cooperative relationships with customers):

1-StopAsia

RWS Group

All Translation Services Inc. (India)

Pactera

Somya Translators (India) Olivebranch Translations (China)
 FCI – the Language Experts Trusted Translations
 And other companies

CAT Tools: SDL Trados Studio, MemoQ, Wordfast, Memsource, Translation Workspace, Smartcat, Heartsome Studio, Xbench, Aegisub.

Links:

LINKEDIN

<https://www.linkedin.cn/in/career/in/haiyan-gong-55b061127>

PROZ

<https://www.proz.com/translator/2269099>

TRANSLATORSCAFE

<https://www.translatorscafe.com/cafe/SearchJobs.asp?TID=369187&TID=369187>

TRANSLATIONDIRECTORY

https://www.translationdirectory.com/translators/english_chinese/mev_a_gong.php

Chenzhou Shihan **English teacher and deputy director of the Office of Teaching Affairs**

Education 1. Helping the president establish curricula and various processes and recruit teachers, managing teacher profile, organizing and hosting Teacher-Parent Meetings and student activities, etc.
 2015/08-2016/07 2. Teaching English to students aged 8-13.

Education Zhengzhou University, Preventive Medicine, Bachelor, 5-year program, 2010/9-2015/6
 Beijing Language and Culture University, Courses of 1) The Theories and Methodology of Teaching Chinese to Speakers of Other Languages (TCSOL) and 2) Classroom Practice, Henan Training Base, 2013/9-2013/12

Languages Chinese, mandarin (mother tongue) English (Advanced)
 French B1 Esperanto (Advanced)

Certificates CATTI International Certificate (for Interpreting and Translating), IELTS 6.5, CET 6, Graduation Certificate, Bachelor's Degree Certificate, Qualification Certificate of Biology Teacher to Junior School Students, Beijing Language and Culture University Teaching Proficiency Certificate of Teaching Chinese as A Second Language (TCSOL), TCF-test B1, Certificate of Mandarin Proficiency IIA.