

# XIANGMENG TANG (SUMMER)

South Perth, Western Australia, 6151

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## EDUCATION

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### Master of Translation Studies

Jul. 2015 – Jun 2017

University of Western Australia

Perth, Western Australia

*Major in English-Chinese Translation*

*Minor in Interpreting and Strategic Communication*

**Graduated with Distinction**

### Bachelor of Arts in English, HD

Sep. 2009 – Jun. 2013

Hunan University

Changsha, Hunan Province, China

*Major in English Language and Literature*

*Minor in Japanese*

## EXPERIENCE

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### – Relevant

#### Volunteer Translator – Translator Without Borders (TWB)

Jul. 2017 – present

- Volunteered translation and proofreading service for TWB, adopting multiple translation software including **SDL Trados 2017**

#### Website Translator – Scoop Digital

Jan. 2017 – Jun. 2017

#### Translation Intern – Scoop Digital

Nov. 2016 – Jan. 2017

- Translated the major websites developed by Scoop Digital from English to Mandarin as a member of the company projects, **5 websites and 48K English words in total**
- Adapted multiple translation software including **Wordfast Anywhere** and **Localize**
- Achieved the **OUTSTANDING** result for my Work Placement Evaluation Report and received a chance of getting paid work
- Assisted in the project management and website development
- Completed proofreading task for my translation partner as a requirement of the Internship program

#### Volunteer Translator – Perth International Arts Festival (PIAF)

Oct. 2016 – Nov. 2016

- Translated online festival events from English to Mandarin for PIAF, the longest running international arts festival in Australia and Western Australia's premier cultural event

Casual Translator – Chung Wah Association Inc.

Mar. 2016 - Dec. 2016

- Translated multiple documents for this largest and most established Chinese organization in Western Australia, **2.5K English words and 2.3K Chinese words in total**

## – Others

Shift Supervisor – Nando's Applecross

Nov 2015 – Sep 2016

Waitress – McDonald's Gosnells

Jun 2015 – Dec 2015

Barista – Jamaica Blue Coffee

May 2014 – May 2015

- Exposed to different people and cultures and developed **international modes of thinking**
- Provided **professional customer service**, being able to handle complaints and problems effectively
- Cooperated honestly with co-workers and developed great ability to **work under pressure**
- Obtained excellent capacity to **organize and complete** multiple tasks under not only restaurant circumstances but also in daily routine.

## SKILLS – Technical

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- Equipped with the knowledge base and skills for providing high-quality services including **English-Chinese Translation, Editing/proofreading, Website Localization, Training and Project management** in multiple fields such as Business/Commerce, Art/Literary, Tourism/Travel, and Media.
- Translation software: **SDL Trados 2017, Localize, Wordfast Anywhere**
- Computer: Windows and Mac, Adobe Acrobat, Microsoft Word, and Powerpoint
- Media: **LinkedIn, ProZ.com**, Facebook, Wechat
- Language: Chinese Proficiency, English Proficiency, Japanese Elementary

## REFEREES

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Name: David Hogan

Relationship: Internship host and former employer

Position, Company: CEO, Scoop Digital

Email: [david@scoopdigital.com.au](mailto:david@scoopdigital.com.au)

Phone: 0419911569

Name: Hélène Jacomard

Relationship: Lecturer

Position, Company: Unit Coordinator, Master of Translation Studies UWA

Email: [helene.jacomard@uwa.edu.au](mailto:helene.jacomard@uwa.edu.au)

Phone: 0864882173