

# Curriculum Vitae (CV)

Basic Information					
Name	Carl Ge	Rate	According to the difficulty and type of the content.	Sex	Male
Address	Fuzhou City, Jiangxi Province, China	Mobile	0086-15959221869	Wechat	A592086575
Skype	thereisaway86	E-mail	thereisaway05@163.com; successsge@gmail.com		
Area of expertise	1. Business documents: import and export trade, sales, marketing, finance, etc. 2. Personal data: resume, application for studying abroad, etc. 3. IT and Telecommunication. 4. Medical documents. 5. Company documents: legal documents, manufacturing documents, business letters, invitation letters, etc.				
Computer level	I am proficient in office software and typesetting. And I am able to use translation tool (such as Trados, Memsource, etc.)				
Foreign language level	I'm a native Chinese speaker and I can translate from Chinese to English and vice versa. I took part in the English competition at college and won the first prize. When I began to work after graduation, I participated in the Canton Fair and Xiamen Stone Fair, and I can communicate with foreign clients face to face in fluent English. <b>I have acquired the CATTI (China Accreditation Test for Translators and Interpreters) certificate.</b>				
Education Background					
2018-2022	Nanchang Normal University, majoring in English				
2000-2003	Jiangxi Institute of Economic Administrators, majoring in Tourism English				
Work Experience					

November 2013 to present	I have 10-year experience in translation and interpretation. Now, I am a full-time translator and interpreter.
<b>My Major Projects</b>	
1	Manual For Agents(DA VINCI Art School) 代理商手册 (达芬奇艺术学院)
2	Brochure of ONE RIVER POINT 彼岸公寓宣传手册
3	EQUINOX EMPLOYEE HANDBOOK (EQUINOX员工手册)。19,990 words
4	Guidelines for Developing the New Material Industry 新材料产业发展指南 11,706 words
5	Guidelines for the Implementation of Innovative Engineering for High-end Equipment 高端装备创新工程实施指南 (2016-2020年)。19,940 words
6	Operating Instruction for the Tank Area Post 罐区岗位操作说明书 Operating Instruction for Fine Centrifugal Post 精品离心岗位操作说明书 Operating Instruction for Boiling Drying Post 沸腾干燥岗位操作说明书。6,553 words
7	Guide Directory of The First Batch Application Demonstration for Key New Materials (2017 Edition) 重点新材料首批次应用示范指导目录(2017年版) 6,503 words
8	Articles of Association of Mirriad Advertising plc Mirriad广告公共有限公司公司章程 9,898 words
9	AirTamer® A302 Personal Air Purifier Instruction Manual AirTamer®爱塔梅尔A302个人用空气净化器使用说明书
10	SAT Registration Walkthrough
11	Patient Expense List; Medical and Hospital Charge Bills; Medical Diagnosis Certificate 病人费用清单; 住院收费票据; 医学诊断证明书
12	Pathological Query Results病理查询结果, Discharge Summary出院总结, Color Doppler Ultrasound 彩色多普勒超声检查

13	Ultrasonic Inspection Report 超声检查报告单 Inspection Report (self-help) 检验报告单(自助)
14	Due Diligence Questionnaire 尽职调查问卷
15	Birth Certificate Information; Household Register Book; 出生证明资料, 户口簿
16	Business License 营业执照
17	BUSINESS LICENSE OF THE LEGAL ENTERPRISE 公司营业执照 Account Opening License 四达开户许可证 BUSINESS LICENSE OF THE LEGAL ENTERPRISE 人效营业执照 Human Recourses Service License 人效-人力资源服务许可证 Labor Dispatch Business License 人效-劳务派遣经营许可证 Account Opening License 开户许可证
18	Notice of Trading Results 交易结果通知书
19	Summons 传票
20	Gujarat Industrial Policy 2020 (2020年古吉拉特邦产业政策) <b>7,749 Words</b>
21	SAFETY DATA SHEET-Aviation Devices & Electronic Components, L.L.C. 安全数据表-航空设备和电子原件有限公司
22	Hampshire House Penthouse 汉普郡之家顶层豪宅
23	AFC'S Turning 5: A GUIDE TO THE TRANSITION FROM PRESCHOOL SPECIAL EDUCATION TO KINDERGARTEN. 五岁入园:从特殊学前教育过渡到幼儿园的指南。 <b>21,109 Words</b>
24	Guide Directory of The First Batch Application Demonstration for Key New Materials (2017 Edition) 重点新材料首批次应用示范指导目录(2017年版)。 <b>6,503 Words</b>

25	<p>北新集团建材股份有限公司石膏板北京厂          Technical Requirements for Gypsum Wallboard Products with 12.7mm Thickness Conforming to the Standard of ASTM C1396-04 and with 15.9mm Thickness Conforming to the Standard of UL;          符合ASTM C1396-04标准的12.7mm及 UL标准15.9mm厚纸面石膏板产品技术要求          Regulations on the Management of Controlled Documents;          受控文件管理规定          Finished Product Identification and Management Measures for Product Packaging Department;          产品包装部成品标识及管理办法          Material Standards for Gypsum Wallboard Packaging;          石膏板包装所用物料标准          Regulations on the Management of Record.          记录的管理规定</p>
26	<p>Application for Invention Patent 发明专利申请。 5,857 Words</p>
27	<p>Invention Patent 发明专利。 5,522 Words</p>
28	<p>Special Report 专题报告          On the Development of Modern Low Altitude Air-defence Missile Weapon System          论现代低空防空导弹武器系统的发展          7,951 words</p>
29	<p>SP Chemicals (Taixing) Co., Ltd.          OT Cyber Security Maturity Assessment Report for Cracker Plant          新浦化学（泰兴）有限公司          裂解厂OT网络安全成熟度评估报告</p>
30	<p>WEDESIGN GROUP, INC.          CLIENT SERVICES AGREEMENT          Executive Education in Sustainable Fashion          WEDESIGN集团有限公司          客户服务协议          可持续时尚高管教育</p>

31	Taiwanese Birth Certificate, Taiwanese ID, Taiwanese Passport, Taiwanese Household 台湾出生证明书、台湾身份证、台湾护照、台湾户籍登记簿
32	House Leasing Contract 房屋租赁合同。 <b>22,490 words</b>
33	Campfire translations Campfire游戏翻译
34	CLINICAL STUDY REPORT 临床研究报告
35	MATERIAL SAFETY DATA SHEET-Viswaat Chemicals Ltd 材料安全数据表-维斯瓦特化学品有限公司
36	The History of Shenyang (1900—1945) 沈阳历史 (1900-1945) 。 <b>66,049 words</b> for translating, 9,525 words for proofreading
37	Transcription and Translation for Audio/Video 音频/视频的转录与翻译
38	Sport game projects <b>165,428 words</b>
39	Employee Daily Health Declaration 员工每日健康声明
40	East West Bank - VENTURE BUSINESS CHECKING flyer 华美银行风险企业支票(传单) East West Bank - Venture Lending flyer 华美银行风险贷款(传单)
41	Different slots 不同类型的老虎机。 <b>22,429 words</b>
42	Elise Buik: Strategically Pivoting United Way to Help the Community During the Pandemic 伊莉斯·布伊克 (Elise Buik) : 联合之道 (United Way) 在新冠肺炎疫情期间专注为小区提供战略性支持
43	Meridian Manor 2021 Newsletter 经络庄园2021年时事通讯
44	Synchronized Learning of FLORIDA PREP 佛罗里达预备学校同步学习
45	Diploma 毕业证书

46	IOA Support at Home Program - Agency Mode Timeline - 2021 居家照护 (S@H) 代理模式的时间表 IOA Support at Home Program - Client Orientation – 2021 居家照护 (S@H) 客户培训 IOA Support at Home Program - IP Mode Timeline 居家照护 (S@H) 独立提供商 (IP) 时间表
47	Tenant Eviction Protection Information 租客驱逐保护信息 Tenant Eviction Protection Forms 租客驱逐保护表 Tenant Eviction Protection Resources 租客驱逐保护资源 Tenant Eviction Protection FAQs 租客驱逐保护常见问题解答 Landlord Protection Information 房东保护信息 Landlord Protection Forms 房东保护表 Landlord Protection Resources 房东保护资源 Community Partner Eviction Protection Resources 社区合作伙伴驱逐保护资源
48	Equinox Employee Health Declaration 员工健康情况申报表
49	Employee Notice positive COVID-19 test 新冠病毒检测呈阳性员工通知
50	SOHO 3Q Exclusive Membership Contract SOHO3Q专享会员合同 Annual Income Tax Return of Enterprise Income Tax of the People's Republic of China (Class A) (A100000) 中华人民共和国企业所得税年度纳税申报表 (A类) (A100000) Statement of General Enterprise Income(A101010) 一般企业收入明细表 (A101010) Statement of Cost and Expenditure of General Enterprise (A102010) 一般企业成本支出明细表 (A102010) <b>14,160 words</b>
51	New Industrial Policy 新产业政策
<b>Interpreting Experience</b>	

1	Consecutive interpretation 交替传译	CHINA XIAMEN INTERNATINAL STONE FAIR, March 6--March 9, 2011 2011年3月 中国厦门国际石材展
2	Escort interpreting 陪同口译	China (Na'an) Shui Tou International Stone Exhibition, November, 2012 2012年11月 中国南安水头石材博览会
3	Consecutive interpretation 交替传译	CHINA XIAMEN INTERNATINAL STONE FAIR, March 6--March 9, 2013 2013年3月 中国厦门国际石材展
4	Consecutive interpretation 交替传译	CHINA XIAMEN INTERNATINAL STONE FAIR, March 6--March 9, 2014 2014年3月 中国厦门国际石材展
5	Escort interpreting 陪同口译	CHINA IMPORT AND EXPORT FAIR, May 1, 2015 - May 5, 2015 中国进出口商品交易会（2015年5月1日 - 2015年5月5日）
6	Consecutive interpretation 交替传译	Paris Spring English Corner (new name: Baixiang English Corner) Organizer and founder, 2009-2017 2009年-2017年 巴黎春天英语角（新名称：百翔英语角）组织者，创办人