

# LIJUN FAN

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## SUMMARY

A multi-skilled and reliable person with ability to translate and interpret both from Mandarin to English and from English to Mandarin. A diligent person, who has full energy at any time to address complex tasks and challenges, and remains aware of professional roles and boundaries at the same time. A patient person with attention to details and good communication skills. Would like to work as a professional translator and interpreter to build a solid base of my career.

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## ACADEMIC QUALIFICATIONS

**Master of Advanced Conference Interpreting** – Macquarie University

Feb 2016-Feb 2017

**Advanced Diploma of Translating**–Sydney Institute of Interpreting and Translating Mar14 – Aug 2014

**Master of Professional Accounting** - The Australian National University

Feb 2013 – July 2014

**Achievement:**

High Distinction:

Commercial Law, Taxation Law, Business Association Law, Management Accounting and Cost Analysis

Distinction:

Contemporary Issues in Accounting, Corporate Accounting, Electronic Commerce for Managers, Auditing and Assurance Service

Membership:

Member of Golden Key

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## KEY SKILLS

- Professional translator in the English and Mandarin languages (in both language directions)
- Interpreting between Mandarin and English
- Multilingual International English Language Testing System 7.5/9
- Ability to prioritize work and work under pressure
- Ability to coordinate team members to achieve better results
- Independent worker who has great attention to details and can handle multiple tasks
- Have good time management to arrange all tasks properly
- Ability to find out best solutions immediately when meeting problems
- Highly skilled in Microsoft Office Word, Excel and Outlook

## WORK EXPERIENCE

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### **Translator and Interpreter**

December 2013 – Current

#### **Private Clients**

- Provide oral and written translation service both from Mandarin to English and from English to Mandarin
- Verify information from source texts and researching legal and technical phraseology in order to provide accurate translation
- Ensure all written translations are consistent with source texts
- Discuss translation requirements and deadline with clients to ensure good quality work
- Conducting face-to-face interpreting
- Listen carefully to conversations and provide accurate interpretation
- Gain experience in translating documents in legal, finance, accounting and medicine areas
- Rich experience in document translation for immigration purpose including all kinds of certificates and legal documents
- Involved in the professional translation of several projects regarding education industry

### **Professional Trainer of NAATI Translation and Interpreting**

February 2017 – Current

- Rich experience of training providing
- In charge of the training session arrangement for NAATI Translation and Interpreting tests
- Monitor the progress of all students to ensure their improvement
- Edit teaching materials to make them suitable for different students