

Profile

I have been a professional translator for R&R Translations for 3 years and worked on a variety of translations projects as a freelance translator for the last 12 years. I speak German, English, Mandarin fluently and have experience translating these language pairs.

Employment History

Translator at R&R Translations

October 2015 - November 2018

German, English and Chinese (Mandarin) translator working on a variety of translations projects for mid-size and large companies.

- Successfully translated a complex medical document from French to English, ensuring accuracy and preserving the document's original intent
- Conducted research to stay up-to-date on industry trends and developments
- Collaborated with colleagues to accurately translate a bilingual website in record time
- Developed a set of guidelines and best practices for translation to ensure high-quality output

Freelance Translator

September 2011 - January 2024

I worked as a freelance translator for the last 12 years on a variety of freelance translation projects

- Managed a portfolio of freelance projects, ensuring that deadlines were met and clients were satisfied with the completed work
- Managed multiple freelance projects simultaneously, meeting tight deadlines and exceeding client expectations
- Researched and wrote detailed content briefs to provide guidance to freelance writers
- Managed a team of freelance writers to ensure all content was delivered on time and within budget
- Managed a team of freelance writers and copy editors to ensure timely delivery of content

Education

Master of Arts, Universität Wien, Vienna, Austria

October 2015 - July 2017

Bachelor Degree, Jiangxi University, Nanchang, China

September 2014 - September 2015

Bachelor Degree, Fachhochschule, Wr. Neustadt, Austria

September 2011 - August 2014

Details

Austria

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Languages

German

English

Mandarin

French

Italian