

Resume of Yuzhen Lin

Gender: Female | Age: 29 | DOB: 15-06-1990 | Marital status: Unmarried

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Nationality: Chinese

Languages: Cantonese, Mandarin, English and Japanese

Residency: China

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Most recent position

Position: Freelance translator and interpreter

Customers: Chinese nationals living in South Africa, South Africans, property agencies, banks, internet service providers, shops, other institutions and individuals around the world.

Industry: Translation

Highest qualification

Degree: Bachelor of Arts (Literature)

Major: Japanese

University: Guangzhou University Sontan College

Languages

Cantonese and Mandarin: Fluent

English and Japanese: Excellent

Profile

- Hard-working, conscientious, enthusiastic and reliable translator with more than five years' experience in translation and interpretation. Always meticulous and endeavor to deliver the most accurate translation work on time.
- Significant written translation experience which includes translating a wide variety of documents such as report cards, articles, handbooks, letters, emails, subtitles, notifications, CAD drawings, product introductions, timetables and schedules.
- Significant interpretation experience which includes on-site interpretation duties during meetings and exhibitions for the Canadian International School of Guangzhou and foreign trade companies in China. Also acted as a daily business interpreter for foreigners in China and Chinese nationals living in South Africa.
- Excellent computer skills which includes Microsoft Excel, Word and PowerPoint. Also have the ability to type at an above average speed.
- Fast learner, able to work under pressure and willing to work overtime when necessary. Constantly strive to acquire new skills, learn new concepts and always endeavor to deliver the best possible work, even when faced with ongoing challenges.
- Very skilled communicator with a good sense of service, underpinned with a natural ability for teamwork.

Job Preferences

Position: Translator or interpreter

Languages: English to Chinese, Chinese to English

Availability: Immediately

Work Experience

Period: From May 2018 until November 2019 (19 months)

Position: Freelance translator and interpreter

Customers: Chinese nationals living in South Africa, South Africans, property agencies, banks, internet service providers, shops, other institutions and individuals around the world.

Job Description:

- Provided interpretation and translation services for Chinese individuals, South African property agents, banks, internet service providers, shops and other South African individuals.
- Acted as a freelance translator and transcriber for various companies and individuals online.

Period: From October 2015 until April 2018 (two and a half years)

Position: Translator, interpreter, administrative officer and admissions assistant

Employer: Canadian International School of Guangzhou

Description: Private school of about 500 to 1000 individuals (students and staff combined)

Job Description:

- Translation of school documents such as student report cards, letters to parents, teacher handbooks, student handbooks, articles, timetables, notifications and meeting schedules.
 - Acted as an interpreter during parent-teacher meetings.
 - Assisted foreign teachers to sign house leases, move apartments, pay utility bills, maintain apartment facilities, make international money transfers and acquire police records.
 - Communicated with parents on a daily basis to answer queries regarding school matters and scheduled parent-teacher meetings.
 - In charge of student attendance records, procurement of student uniforms, ordering student lunches, managing student living arrangements and scheduling school buses.
 - Responsible for ordering school supplies, resources and school facility maintenance administration.
 - Assisted in planning school celebrations and marketing activities which often meant working during evenings and on weekends.
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Period: From May 2014 until January 2015 (8 months)

Position: Foreign trade salesperson and translator

Employer: Yafeng Paper Industry Co., Ltd.

Description: Import and export trading company with a staff of around 150 to 500 people

Job Description:

- Translated emails, schedules, product manuals and other related documents for clients and staff.
 - Responsible for onsite interpretation when foreign clients visited the company.
 - Followed up with new and existing clients regarding their tissue product requirements, as well as recommending flagship company tissue products to them.
 - Provided clients with product quotations upon request. This included the negotiation of prices and delivery dates.
 - Followed up on purchase orders. This included monitoring manufacturing output, shipment situations and processing client complaints.
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Period: From March 2013 until February 2014 (11 months)

Position: Foreign trade salesperson and translator

Employer: JinBao Aluminium Products Co., Ltd.

Description: Import and export trading company with a staff of around 500 to 1000 people

Job description:

- Translated and tracked all mails to and from clients. This included the translation of emails which passed between the relevant departments. In addition, following up of emails while keeping clients informed about detailed results and solutions was also required.
- The translation and preparation of other related documents as well as providing regular reports to clients.
- Acted as an interpreter during meetings when clients visited the company.
- Provided quotations of new products to clients.
- Followed up on purchase orders which included manufacturing schedules, production line problems, shipment situations and prepared shipping documents for clients according to their requirements.

Qualifications

- Bachelor of Arts (Literature) certified at university (June, 2013)
- College English Test-4 certified (June, 2012)
- Japanese-Language Proficiency Test level N2 certified (January, 2012)
- Chinese National Computer Rank Examination Grade 1 certified (March, 2011)

Education

Period: From September 2009 until June 2013

University: Guangzhou University Sontan College

Degree: Bachelor of Arts (Literature)

Major: Japanese

Description:

- Studied Japanese as a major and English as second foreign language. Subjects included listening and reading comprehension, grammar, conversation, writing, translation, interpretation, film and television appreciation, business negotiation and business etiquette.