

Jake is a recent graduate with a BA in Chinese from Jiao Tong University. He has successfully completed the highest assessment for Chinese language learners (HSK6). Jake has experience as a Translator at a Chinese investment company, and as an Interpreter for the Chairman of a notable USA based construction and mining services company. His specialties are in Translation and Localization. Jake is organized, punctual, eager to learn, and thrives in highly competitive and international environments.

## WORK EXPERIENCE

### Interpreter | NASCO, Shanghai

November 2017 - June 2019

- Providing Chinese/English interpretation services at business meetings and during telephone conferences, to facilitate successful and efficient communication between parties.
- Facilitating business relations between NASCO and their Chinese business partners by enhancing mutual understanding and demonstrating an awareness of cultural differences.
- Developing insight into Chinese economic, political and market trends. Well experienced in local search engines and social media such as Weibo, Wechat, Alibaba and Baidu to discern emerging trends.

### Translator | Jiangsu Shengan Resources Co., Ltd, Shanghai

August 2016 - June 2017

- Successfully translating various types of legal and business documents from English into Chinese.
- Maintaining tone of source document while producing culturally and linguistically comprehensible translation for target audience.
- Listening to recorded conversations and provide translations.

## EDUCATION & TRAINING

### Chinese Proficiency Test (HSK)

HSK Level 6

May 2019

### Jiao Tong University, Shanghai, China (QS Global World Ranking #60)

Bachelor of Arts in Chinese (Language and Culture)

2015-2019

### Macquarie University, Sydney, Australia

Completion of 51 credits in Philosophy, Politics and History

2012-2015

### Shanghai Singapore International School, Shanghai, China

High School Diploma

2008-2011

## SKILLS

Chinese/English Translation and Localization

Strong analytical & writing skills

Use of Chinese apps and social media

Customer and Client Relations

### Technical

Microsoft Office (Word, PowerPoint, advanced Excel)

SDL Trados

Python

## LANGUAGES

### English

Mother Tongue

### Chinese

Full Professional Proficiency

## REFERENCES

Available upon request