

# Shu Ni Tsai (蔡淑妮)

[wnn823@hotmail.com](mailto:wnn823@hotmail.com)

## **Freelance Translator (from English/Japanese to Simplified/Traditional Chinese)**

Results driven, detail orientated professional with more than 14 years of Non-Fiction Books Translation experience. Native mandarin speaker, strong verbal and writing expertise with background in teaching and translations.

### **Core Strengths**

- Excellent communication skills
- Energetic work attitude
- Creative problem solver
- Strong client relations
- Courteous demeanor
- Fast learner, computer savvy
- Conflict resolution and negotiation
- Trilingual: Mandarin, Japanese, and English

### **Professional Experience**

**Freelance Translator** February 2011 to present

Translated various documents ranging from exhibition guidelines, book introductions, biographies, marketing brochures, and non-fiction books from Japanese and English to Mandarin Chinese.

**Non-Fiction Books Translator** December 2005 to February 2011

**(Maple House Cultural Publishing / Mook Publication Inc - Taipei, Taiwan)**

Translated Non-Fiction Books ranging from travel guides, how-to books, and language guides from Japanese and English to Mandarin.

**EFL (English as a Foreign Language) Teacher**

**(Hess Education Organization / Giraffe Cultural Enterprises - Taipei, Taiwan, May 2005 to May 2008)**

**(Zheng Fu Education Institute - Taipei, Taiwan, September 1998 to August 2002)**

Taught English as a foreign language to Elementary and Junior High School children. Improved students' grades and confidence. Resolved issues between parents and the teaching institutions. Retained a high percentage of students and given many referrals.

**Executive Assistant** September 2002 to March 2005

**(Magellan Biotechnology - Taipei, Taiwan)**

- Provided administrative and business support to the CEO and served as an effective gatekeeper.
- Adeptly handled incoming communications and responded to requests in a timely manner.
- Maintained CEO's calendar - planned and scheduled meetings, events, and travel.
- Acted as liaison to foreign guests and business associates
- Trusted with sensitive and confidential materials.
- Organized marketing events and press conferences.
- Assisted with the development of marketing tools and the company's website.
- Maintained a constructive and cooperative working environment with individuals at all levels.

**Education: Major in Japanese, National Chengchi University, Taipei, Taiwan, 1996**