

RESUME



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trict, Tianjin, PRC**

PERSONAL INFORMATION

Name: Lu Chen **Gender:** Male **Residence:** Tianjin **Marital:** Marriage
Date of Birth: 1982-10-12 **Height:** 171cm **Political:** Party member
Start of Work: 2005-05 **Annual Income:** 180 Thousand Yuan

CARRER OBJECTIVE

Job Type: Full-time/Part-time **Location:** Tianjin (short-term trip acceptable)
Salary Expectation: Negotiable **Job Status:** Within one month
Job Expectation: English Translator, Marketing Promotion, International Trade

EDUCATION BACKGROUND

2001-09 - 2005-07

Graduated from Beijing International Studies University (BISU)

Bachelor Degree Major: English Language and Literature

Second Foreign Language: German

Courses:

Academic: Comprehensive English, Advanced English, Oral English, Listening, Communication Skill Development, English Writing, Advance English Grammar, Translation and Interpretation (Chinese-English, English-Chinese), Newspaper Reading, General Linguistics, Contemporary Marketing, Western Society and Culture, Language and Thinking, Sociology, English for International Trade, Culture and Translation

Others: Moral Cultivation, Public Relations, Contemporary World Economy and Politics, Human Resource Management, Computer and Softwares

WORK EXPERIENCE

2005-01 - Now

Freelance Translator (English)

Company Information: Translation Companies, Academic Institutions, Company Customers, Law Firms, Overseas Study Consultants, etc.

Major Partners and Customers:

Yixiutong (Najing) Information Technology Co., Ltd. (Translation), Chengdu Qianyu Translation Co., Ltd., Wuhan Transn, Tianjin Yuelin Translation, Guangzhou Synergy Translations

Shengli Petroleum Administrative Bureau of SINOPEC, SANY Heavy Equipment Co., Ltd., XCMG, KING LONG, Beijing YIMIN Law Firm, Tianjin ZK-DE-POO Information Technology Co., Ltd., Tianjin LNG Emergency Storage Project of Beijing Gas Group

Work Description and Responsibility:

Cooperate with partners and customers to complete translation and interpretation.

Speciality and Expertise:

Marketing Promotion, Technical Document, Commercial Document, Legal Document, Project Document, International Trade, Exhibition and Conference, Mechanical and Electronic Industry, Aviation and Aerospace Industry, Military Industry, etc.

2008-07 - 2018-12

**International Project Manager / Marketing Manager (Supervisor),
Marketing Department**

Tianjin 764 Communication and Navigation Technology Co., Ltd.

**Company Information: State-owned, 1000-5000 Staff, Aviation and
Aerospace, Civil / Military, Ground Nav aids of Airports**

Work Description and Responsibility:

English / Chinese document and data translation and writing (company brochure, company website, marketing documents, technical documents, product manuals, international tendering documents, legal documents, etc.)

International project management (project tendering, project implementation and coordination, project follow-up, customer reception, customer training, FAT, overseas on-site installation, commissioning, flight check and SAT,

contract procedures, payment collection, after-sales service, import and export license and procedure management, etc.)

Marketing cooperation and development (marketing information collection and analysis, customer relationship development and management, including international and domestic customers, agents, JV companies, etc.)

Marketing planning and promotion (planning, implementation and management of company VI system, promotion materials, exhibitions and conferences, company brand building, company network, public relations and media, other marketing activities, etc.)

Subordinate: 3 staff, Report to GM

2007-08 - 2008-07

English Translator / Senior Project Specialist, Project Department

Tianjin Zhong' Ao Group

Company Information: Private, 150-500 Staff, Animal Husbandry Technology

Work Description and Responsibility:

English document translation and writing: Product manuals (food processing and slaughtering equipment of FEA Australia and GRAM Denmark projects)

Marketing promotion materials (company profile, project promotion, websites of group and subsidiaries, company promotion videos, English think tank, etc.)

Project document (English correspondence, MOU, marketing research reports, feasibility reports, business proposals, legal documents, financial information, offering memorandum, etc.)

Interpretation (international customer reception, project site survey, negotiations and conferences, etc.)

2007-08 - 2007-10

English Technical Writer and Translator (Part-time), Technical Marketing Department

AscenVision Technology Inc, Taiwan

Company Information: Foreign, 50-150 Staff, Computer Software, Network Flow Bandwidth Integration and Management Software

Work Description and Responsibility:

Writing, translation and update of product user manuals, website information (i.e. press releases, etc.), successful cases, white papers, other related documents, etc.

2006-03 - 2007-07

English Editor / International Sales Manager, Business Planning Department / International Sales Department

Tianjin YAAN Technology Electronics Co., Ltd.

Company Information: Foreign, 500-1000 Staff, Electronic Technology / Integrated Circuit, Video Surveillance (CCTV)

Work Description and Responsibility:

English Editor: Writing, translation and update of product manuals, websites of domestic and Singapore, promotion materials, product catalogue, advertisements, international customer reception, other English documents, staff training, international market analysis, temporary works, etc.

International Sales Manager: After assigned as international sales manager of International Sales Department, update of English product manuals, product catalogue and websites, attended Security China, responsible for customer reception and development and succeeded in selling samples in the exhibition.

2005-05 - 2006-02

English Editor / International Project Manager, International Sales Department

Committee of Beijing International Construction Materials Trading Base (Libo International Construction Materials and Exhibition Co., Ltd.) (CCPIT)

Company Information: Private, International Trade / Import and Export, Exhibition and Conference

Work Description and Responsibility:

Sales and marketing of international exhibitions and conferences, English document translation and writing, conference and organization and coordination, customer reception, on-site interpretation. Main activities: Internal Green Construction Materials and Equipment Procurement Fair, International Construction Materials Buyer Fair (Quanzhou), Website Building for International Architecture and Equipment Companies and Implementation of Domestic Marketing Promotion Plan.

SELF-ASSESSMENT

Formal English major education, proficient English language capabilities i.e. listening, speaking, reading and writing, rich experience in translation, writing and editing

Theory and practice in international trade, experienced in international project management, overseas working experience, marketing planning and promotion

Integrity, honesty, efforts and earnest, with good adaptability, learning capacity, sense of responsibility and motivation.

Skilled at communication and coordination, capable of independent work and team work, proficient in the operation of working tools.

LANGUAGE SKILLS

English: Expert German: Basic

CERTIFICATES

2002-06 TEM4 2004-02 IELTS (6.5)

2005-06 TEM8 2009-09 Assistant Translator (Professional Title)