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| |  | | --- | | **Resume** | |  | | **Profile** | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name: | Ashley Le | Gender: | Female | CV_Attach_Read | | Date of Birth: | 1981/2 | Residency: | Shanghai-Pudong | | Year of Experience: | > 10 years | Email: | Ashley.le@transwind001.com | | Mobile Phone: | (86)13661817412 | | | | | **Self Appraisal** | | |  | | --- | | A professional English translator majoring in English(Business, finance) having passed CATTI Band II Translation Test, TEM-8 and JLPT (Japanese-Language Proficiency Test) N1 and obtained Advanced (English) Interpretation Accreditation, with over 6 years' experience in legal translation in a prestigious foreign law firm and a red-circle law firm and 2 years’ experience as a freelance legal translator. Proficient in MS OFFICE and CAT tools, such as SDL Trados. | | |  | | **Work Experience** | | 2020/5—present: Shanghai Transwind Translation Workshop   |  |  | | --- | --- | | Industry: | Professional Translation Service | | **Translation**        **Chief Translator** | |   Translation from English to Chinese and from Chinese to English at the rate of 4000 words per day.  Field of expertise: legal, finance, online novel  Work: Translation, Proofreading, MTPE  Client:  Law firm： Winston & Strawn LLP, Beijing Jingda Law Firm, HFW LLP, Fish，Fangda Partners, Huiye Law Firm  Company：Huawei， Anbang Insurance Group，Subway，ADM Management, Zara Commercial, Softvision, Wework, Billion International，L’oreal，State Power Investment Group Guangdong Electricity Co., Ltd，NVIDIA Technology Service (Beijing) Co., Ltd, Planet One Internet Technology，Yunxi Technology，Huatai Financial Holdings (Hong Kong) Limited，Vanguard Investment Management (Shanghai)，Zoom Video Communications Inc. ，Michelin，On Semiconductor，Jointown Pharmaceutical Group，Migu Video，DSM  Documents：  Court Proceedings ：Appellate Decision, Order for Divorce， Civil Complaint， Power of Attorney， Reply to Counterclaim, Summons， Notice for Abusing Dispute over Jurisdiction，Notice for Exchange Evidence，Evidence List in Patent Litigation, Appellate Reply Brief, Ruling on Dismissing Behavior Preservation, Lawyer’s Letter，Affidavit in Reply, Re-amended Defense and Counterclaim, Re-amended Statement of Claims, Reply to Counterclaim, Court Trail Transcript，Affidavit, Decision, Complaint in IPR Litigation，Power of Attorney for Complaint Against Infringement of IPR  Legal Report and Law Firm BD：Legal Expert Report on Social Insurance, Legal Opinion on Due Diligence，European Private Equity Fund Risk Management Report, Distributed PV Project Feasibility Report，Quotation by Stages for Foreign Patent Application, Law Firm Performance List  Company Law：Cayman Island Company Articles of Association and Authentication Documents，Articles of Association of Barbados Incorporated Company, Meeting Minutes of Shareholders ‘Meeting, Resolutions, List of Related Parties, Notice on Approval for Incorporation Registration, Statement of Directors (Cayman Island), Company Summary and Notarization Certificate (Australia), Questionnaire on Basic Information of Institutional Shareholders,，Form 8-K SEC filing，Good Standing Certificate, Consent for Nomination as Director, Singapore Authentication Documents, Business License, Registration Form of Foreign Trade Operator, Member’s Register, Incumbency Certificate, Company Equity Repurchase Agreement  Trade Finance：Bank of China Trade Finance Credit Limit Agreement，Forfeiting Business Confirmation and Application，Amendment to Letter of Credit Issuance Contract，Industrial Bank Letter of Credit Issuance Contract, Deposit Certificate Pledge Contract, Offset Agreement, Trade Finance Master Agreement, Application for Letter of Credit, NRA Comprehensive Credit Limit Contract, International Trade Finance Business Master Contract, Onshore Letter of Credit Application, Comprehensive Credit Limit Contract, Derivative Transaction Master Agreement  Study Abroad：Personal Statement, Recommendation Letter, Waiver, Transcript，Passport, Plane Ticket, Logistics Airway Bill  Other Contract and Agreement：Short-term Dispatch Agreement，Rider to Franchise Agreement，Co-brand Location Rider， Purchase Order Terms, Wifi Terms and Conditions, Wine Warehousing Contract，Oil Warehousing Contract，Air Conditioner Usage Agreement，Audio and Video License Agreement Standard Terms and Conditions，Restricted Stock Unit Agreement, Patent Grant Certificate，Data Processing Addendum, Consultancy Agreement, Service Representative Agreement，Asset Transfer Agreement, Fitting-out Contract， Framework Service Agreement with Laboratory，Subscription Agreement, Distribution Agreement，Supplier Agreement，Lease Contract，Capital Increase Agreement, Shareholders’ Agreement, Admission Agreement, Copyright Co-Management Agreement, Assignment Agreement, Contract Manufacturing Agreement，US Patent Joint Ownership Confirmation, Purchase Order, Semiconductor Research and Development Agreement, License Agreement, Donation Agreement, Common Terms Agreement, Video SVOD License Agreement, Advertisement Contract, Note Sale and Purchase Agreement, LNG Purchase Contract, Letter of Intent for Investment, NDA, Master Service Agreement  Company Policy： Privacy Policy, Data Leakage Incident Management Process  Finance：Balance Sheet，Income Statement，Income Tax Declaration, VAT Declaration, Comprehensive Financial Report  Security：Growth V Fund Portfolio Structure， Equity Research Report, Trade Tutorial on Forex Market  Handle the formalities for establishment of company as legal representative  Office administration  Invoice management  2018/5 – 2020/5: Winston & Strawn LLP Shanghai Office  Industry: Law Firm  **Legal Translation**  Translate legal documents in M&A, corporate, finance and capital market, dispute resolution, intellectual properties and other practice areas from English to Chinese and from Chinese to English.  Translate documents to support Business Development, Administration and HR functions.  Proofread translations from English to Chinese and from Chinese to English.  Count the word to assess the time for completing the work  Control the progress in translation and be responsible for timely delivery.  Follow up payment for vendor invoices   |  |  | | --- | --- | | 2015/1 – 2018/5: King & Wood Mallesons  Industry: Law Firm  **Legal Translation**  Translate legal documents in M&A, corporate, finance and capital market, dispute resolution, intellectual properties and other practice areas from English to Chinese and from Chinese to English.  Translate documents to support Business Development, Administration and HR functions.  Proofread translations from English to Chinese and from Chinese to English.  Count the word to assess the time for completing the work  Control the progress in translation and be responsible for timely delivery.  2012/11—2015/1: Freelance Legal and Financial English Translator | | | Industry: | Professional Translation Service | | **Translation**        **English Translator** | | | Document translation from English to Chinese and from Chinese to English at the rate of 4000 words per day.  Proofread translations from English to Chinese and from Chinese to English.  Count the word to assess the time for completing the work and quote.  Control the progress in translation and be responsible for timely delivery.  Renowned Clients: Financial industry: China Development Bank, Agricultural Bank of China, Bank of China, Bank of Tokyo Mitsubishi, Unionpay, Industrial and Commercial Bank of China, Everbright Fund, Manulife  Legal service industry: King & Wood Mallesons; Grünecker, Kinkeldey, Stockmair & Schwanhausser; Limin Law Firm; Hiscock & Barclay, LLP; Jones Day; LexisNexis  Translation Projects: Financial Review; Financial Report of Listed Company; Credit Risk Report; Announcement of Listed Company; Audit Report; Financial Statement; Report of Board of Directors and Supervisors; Internal Control Reviews; Investment Plan; Bond Prospectus;  Laws and Regulations; Judgment; Protective Order; Legal Opinion; Legal Report; Legal Service Agreement; Legal Service Quotation Sheet; Retaining Agreement; MOU for Legal Cooperation; Review on Influence of Regulation Amendment; Due Diligence Report; Publication Contract; Plant Lease Contract, Labor Contract, Consultancy Service Contract, Service Level Agreement, Design Contract, Construction Project Subcontracting Contract, Insurance Policy, Loan Contract, Investment Agreement, Service Agreement (telecommunication industry), Data Service agreement (aviation industry); License Agreement, Equity Transfer Agreement | | |  | | | 2011/6--2012/11: ACME Translation Co., Ltd | | | Industry: | Professional Translation Service | | **Translation department**        **English Translator** | | | Legal translation  Financial translation  Proofread English and Japanese translation | | |  | | | 2009/5--2010/10: Quickway FIBC Co., Ltd | | | Industry: | Trading/Import & Export | | **Sales department**        **Sales Account Representative** | | | Account Management;  Translate contracts, emails and other documents;  Interpret during meetings; | | |  | | | 2008/7--2009/5: Shanghai Creative Partnership & Shanghai Shi Kai Information & Technology Co., Ltd | | | Industry: | Public Relations/Marketing/Exhibitions | | **Marketing Department**        **GM assistant, Translator** | | | Translate marketing materials for sustainable curtain wall and landscape design;  Interpret during presentations and budget meetings;  Source and negotiate price and discount with printers;  Recruit part-time website designer, quality control during website construction;  Collect industry information;  Translate financial reports and fill in expenditure records;  Assist foreigners in obtaining work permit, opening and canceling bank accounts, etc | | |  | | | 2006/4--2008/7: Ningbo New T-chem Import /Export Trading Co., Ltd | | | Industry: | Trading/Import & Export | | **Administrative Department**        **Trading Specialist** | | | Key accounts management and coordination among suppliers, logistic agents, CIQ bureau and banks  Coordinate to input data into the client, supplier and order databases;  Assist GM to liaison with inspection bureau;  Prepare documents to be presented to tax bureau;  Assist in arrangements for promotion during Fine Chemical and Dyestuff Trade Fair;  Translate and edit company profile and product information for website design;  Collect industry information, edit and share internally; | | |  | | | 2005/6--2006/3: UPS Supply Chain Solutions (China) Limited | | | Industry: | Transportation/Logistic/Distribution | | **Logistics**        **Order Administrator** | | | Collect in/out and inventory information from up to seven warehouses to ensure exactitude of inventory data in SAP system. Trouble-shoot when there is discrepancy. Accompany clients and project managers to evaluate possible new sites Train warehouse staff for reporting and POS machine operation. | | |  | | | 2003/6--2005/6: Shanghai Shijing International Trading Co., Ltd | | | Industry: | Trading/Import & Export | | **Trading Department**        **Trading Specialist** | | | Assist sales manager to communicate with foreign suppliers for yearly, quarterly and monthly purchase plan;  Source and negotiate with forwarders in Shanghai, Tianjin, Qingdao, Dalian and Guangzhou and monitor daily operations for lower logistics costs;  Oversee the whole importation process: Drafting contracts, applying for L/C opening and transferring; preparing documents for custom declaration;  Push Brokers and Shipping agents for shorter lead-time; | | | | **Education** | | |  |  |  |  | | --- | --- | --- | --- | | 1999/9 -- 2003/7 | Shanghai Jiao Tong University | English(Business, Finance) | Bachelor | | | **Certificate** | | |  |  |  | | --- | --- | --- | | 2020/11  2011/10 | CATTI Band II Translation  JLPT N1 |  | |  | | | |  | | | | 2002/12 | Advanced (English) Interpretation Accreditation |  | | |