

Ming (Catherine) Jin

English-to-Chinese, Japanese-to-Chinese translator & interpreter

Summary

- Great communication skills in multi-language and multi-cultural environment
- 15 years of professional and business experiences in UK, China, Japan and Australia as a translator and IT business analyst
- Proactive, self-driven with strong analytical and coordination skills

Translation Projects

English-Chinese

Over 500 projects with total word counts of 1.2 million between English and Chinese in the following fields. Interpreted for hundreds of business meetings, teleconferences and political leaders. Mainly worked as editor/proofreader in the last a few years for general translation projects.

- IT training manuals & desktop/mobile localisation
- Marketing & web content
- Pharmaceutical & clinical trials
- Manufacturing, engineering documents and technical patents
- Legal contracts and documents
- Financial statements and reports

Japanese-Chinese

Over 200 projects with total word counts of 400,000 between Japanese and Chinese in the following fields. Interpreted for business meetings and group tours.

- Marketing & web content
- Technical patents
- Legal contracts and documents
- Financial statements and reports

Japanese-English

- Biography books & corporate case studies

LANGUAGES

Chinese: native
English: fluent
Japanese: fluent
Korean: limited
French: limited

CERTIFICATES

English:
IELTS 8.0, PTE 90,
GMAT 710, NAATI CCL
Japanese:
JLPT Level I 344/400

CAT TOOLS

Wordfast
Trados
Passolo

Personal Info

Phone
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Skills

Verbal and written communication



Editing/
Proofreading



Cultural Awareness
& Intelligence



Time Management
& Multitasking



Analysis & Research



Creative Writing



Copywriting &
Copyediting



Education

BA Economics
University of
Business and
Economics, Beijing
1996-2000
MSc International
Securities,
Investment &
Banking
University of
Reading, UK
2000-2001