



Brenda Lynn

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## EDUCATIONAL BACKGROUND

Beijing Normal University(top 10 university in China) 2014-09 to 2016-06  
English Translation | Master

## WORK EXPERIENCE

**BMW** 2017-04 to 2020-10  
Translator&Training Specialist  
□ Responsible for the training of the managers and staff of USA plant and Mexican plant.  
□ Responsible for the development of the English-learning activities within the company.  
□ Organize the interview and recruit staff.  
□ Attend college fairs to find great candidates within northeast China.  
□ Undertake the daily translation of the technical documents.

**Polish Embassy** 2015-11 to 2015-12  
Interpreter  
□ Worked as an interpreter for promoting Polish companies in the Polish Embassy.

**New Oriental School** 2015-03 to 2015-07  
English Editor

## PROJECTS

**Sports Translation(E-C,more than 500,000words)** 2017-10 to 2020-10  
Document translation of sports events in the Foreign Affairs Center of the State Sports General Administration

**Government Official Document Translation( C-E,around 30,000words)** 2018-02 to 2019-02  
Translation on the BRICS Health Conference of National Health and Family Planning Commission's project materials

**Proofreading Work ( more than 300,000words)** 2016-03 to 2016-06  
*General Philosophy of Science*

**Book Translation(C-E, around 30,000words)** 2015-03 to 2015-06  
As a team member to finish the translation of *Chinese Youth Entrepreneurship Case*

## PERSONAL DETAILS

Location  
Beijing

## CERTIFICATES

CATTI-advanced level  
highest level of translation certificate in China

TEM-8(Test for English Majors, highest level)  
2014-05 to Permanent