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# YIDAN WANG

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MONTREAL, QC  
CANADA

## EDUCATION

**Concordia University, Montreal, QC, Canada 01/2016-06/2019**  
Bachelor of Arts in Translation (French to English)

**Beijing Institute of Fashion Technology, Beijing, China  
09/2011-07/2015**  
Bachelor of Science, Applied Chemistry

## TRANSLATION EXPERIENCE

### **SubHD Subtitle Group 2019-2020**

Used Agesisub to translate and generate English subtitles into Chinese simplified subtitles.

### **Appen 05/2022-Now**

Used Loft 2.0 workbench to generate transcripts in Chinese simplified.

### **Shenzhen Xuhui Digital Stationary Co.,Ltd. 05/2017-09/2018**

Translated legal contracts and products catalogs from Chinese to English.

## WORK EXPERIENCE

### **ADMINISTRATIVE COORDINATOR 04/2022-Now**

#### **Unique Foods Inc., Montreal , QC, Canada**

Placed and created sales orders.

Coordinated with warehouses to replenish inventory and transfer inventory.

Forecast for purchase.

Prepared and reviewed sales representatives' commission and mileage.

Supported logistics.

Prepare monthly billing reports for suppliers.

### **ADMINISTRATIVE COORDINATOR 12/2020 to 03/2022**

#### **Regional Government of China, China**

Handled external communications with media and public relations professionals. Edited and refined media products posted on official sites and platforms.

Cut delivery times through proactive tracking and monitoring of project time-lines. Handled day-to-day work reports and planned meetings and

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events.

**DATA ENTRY AGENT 09/2019 to 12/2019**

**36 pix.Inc., Montreal, QC, Canada**

Filed orders in the company's sales system.

Edited photos and conducted quality checks for photo products.

Provided support for product production and packaging.

**CERTIFICATION**

Certified Translator and Interpreter Level 2 by CATTI

Google IT Support Specialization

**SKILLS**

Microsoft Office

Quickbook

Photoshop

SDL

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