

Mo Xiaoxing Resume

Basic information

Name: **Mo Xiaoxing MBA., BSc.**
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Self evaluation

Work background: Co-translator of *Architecture: A Visual History* (expected to be published in 2023)
Translator of *Listening to People: A Practical Guide to Interviewing, Participant Observation, Data Analysis, and Writing It All Up* (expected to be published in 2023)
Took part in proofreading the Chinese version of *the Chinese Rural Revitalization Strategy White paper*
Took part in proofreading the Square Kilometre Array Observatory documents
Eight years of translation and interpretation experience
Total translation volume exceeds one million words

Professional skills: CATTI International Certificate

Language Skills

English: Studied and worked in Canada for nearly 20 years, and is fluent in both written and spoken English
Chinese: Native Mandarin speaker

Education Background

2010.09—2012.06	Master of Business Administration	University of Victoria	Canada
1998.09—2003.06	Bachelor of Computer Science	University of Victoria	Canada

Certificates:

- CATTI International

Major Projects

Co-translator of *Architecture: A Visual History* (expected to be published in 2023)

Word count 80000

Translator of *Listening to People: A Practical Guide to Interviewing, Participant Observation, Data Analysis, and Writing It All Up* (expected to be published in 2023)

Word count 200000

Translated Beechcraft King Air C90 Aircraft Pilot Training Manual, Chapter 16 Avionics

Word count 45000

Result:

The Chinese pilots had received translated materials well before the training started, which contributed to their success in passing the course.

Translated Collins Flight Management System (FMS-3000) Operator' s Guide

Word count 140000

Result:

The client used the translated version as a major reference in daily aircraft operations.

Translated product information for Sikorsky Helicopters, MD Helicopters, and King Air Aircraft

Word count 150000

Result:

My translation became a vital sales tool in the Chinese market, and it aided the sales team in providing the most comprehensive and up-to-date information to Chinese clients on time.

Provided interpretation services to the client company' s pilots for training in the United States

- Helped pilots prepare for training by translating pre-study materials
- Provided interpretation services for ground school and simulator training
- Coordinated the course schedule with the training center

Result:

Student pilots, who know very little English, enjoyed the ground school and simulator training. Through my interpretation, they were able to provide feedback, discuss problems with instructors, and participate in class discussions. All pilots passed the check ride.



Work experience

2018.6-Present Freelance translator

My translation projects span many sectors, including aviation, mechanics, electronics, business,

human resources, tourism, and others, and I have received positive feedback from customers.

2018.9-2020.7 Product Manager China Business Aviation Group

- Collected, updated, and organized data on selected business jets on sale in Europe and the United States
- Communicated with overseas business jet agents and manufacturers for first-hand information (including technical information, market analysis, and promotional documents), and translated and compiled them into new forms for both the Chinese clients and the company's internal use

I ensured that the marketing team's information was always up-to-date and that the company was always on top of industry trends.

2013.10-2018.9 Technical support and market analyst Avion Pacific Co., Ltd.

- Obtained and translated information about the aviation industry on a regular basis from industry journals, authoritative websites, and other sources.
- Researched the most recent industry dynamics and in-depth analysis from overseas manufacturers, journals, professional websites. Reported back to the marketing team.
- Conducted market research, collected domestic and foreign market information, tracked technical developments and movements in the industry, translated English technical materials, and updated the database.

I bridged the communication gap between clients and aircraft manufacturers and facilitated sales progress.

2012.04-2012.12 Aircraft Maintenance Engineer Cathay Pacific Vancouver Station Engineering Department

- Performed maintenance duties in the engineering division, including tool maintenance, technical record keeping, audit preparation, and inventory updates
- Troubleshooting and maintenance for commercial transport aircraft
- Perform engineer department's daily maintenance, tool maintenance, technical file bookkeeping, and spare parts management

2011.06-2012.01 MBA Course Internship Hong Kong Aircraft Engineering Co., Ltd.

- Involved in the scheduling and planning of base and line maintenance for a large aircraft fleet
- Improved annual budgeting programs to be more efficient.

2006.10-2012.03 Sea King Helicopter Maintenance Engineer Royal Canadian Air Force 443 Marine Helicopter Squadron Air Reserve

- Troubleshoot aircraft avionics systems and mechanical systems
- Performed routine maintenance and inspection of aircraft systems
- Maintained and updated aircraft records