

Summary

Detail-oriented English - Chinese Translator/Proofreader offering 5 years of experience. Demonstrated success in marketing and IT fields providing range of document and text translation services. Versed in producing accurate documents for business, advertisement, IT and technical manual as well as game application. Background includes working in in-house and SOHO environments to perform document and verbal translation services and marketing. Excellent listening and communication skills with organized and systematic approach. Delivers high level of accuracy in English to Chinese translations.

Experience

Translator and Proofreader

RWS Group Ltd • Shenzhen, Shenzhen

02/2020 - Present

- Translated documents in English, Japanese and Chinese.
- Replicated flow, style and overall meaning of original texts.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- Used translation memory software, including MemoQ and Trados Studio, to verify consistency of translation within documents and improve efficiency.
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.

Translator and Proofreader

Jonckers • Baoding, Hebei

03/2018 - 12/2019

- Translated documents in Chinese and English.
- Edited translation content to deliver high-quality marketing content within short timeframes. Determined readiness of written pieces, made changes and approved final versions for publication.
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts.
- Attended training programs to improve professional knowledge and interpretation skills.

Translator and Interpreter

Great Wall Company • Baoding, Hebei

01/2016 - 01/2018

- Supported operations by translating key departmental documents such as Automobile and Engineering materials into Chinese and English.
 - Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.
 - Attended business meetings to provide accurate consecutive translations of conversations between members.
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Skills

- Non-literal but accurate translation
- Informative Research
- Terminology Consistency
- Accuracy Verification

- Trados Studio
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Education

English Translation

Hebei University of Economics And Business • Baoding, Hebei

07/2010

- B.A. Degree
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Languages

- Chinese
 - Japanese
 - English
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Accomplishments

Finished and On-going projects

AMWAY - customer care, training and advertising contents, subtitles | **ACER** - website advertising contents, IT contents | **ADOBE** - UA and UI, MTPE | **EFI** - technical marketing contents for printers | **LINKEDIN** - website new elements, membership messages | **IKEA** - Newsletters, Product new features, subtitles | **IROBOT** - Mechanical documents, booklets, manuals, ads, video subtitles | **FES** - Marketing reports | **GUCCI** - product features, slogans, newsletters and articles, video subtitles | **JAL** - Tourist marketing materials, airline website elements | **DUTY FREE SHOP** - Product descriptions and news letters | **EATON** - Power technical and marketing contents | **MINTEL** - BPC Marketing reports | **EXXONMOBILE** - Marketing + chemical contents, ad subtitles | **TOMTOM** - Navigation APP and marketing contents | **LIVEX** - marketing + IT contents | **PUIG** - Contracts | **ISO** - questionnaire and its product lines ...

Fields

General

Subtitles

Marketing

Manufacturing

IT

Capacity

Translation: 25,000 words/week (MTPE will be higher)

Proofreading: 800-1000 words/hour