

HAIRIHAN (HARA)

TRANSLATOR/INTERPRETER

CONTACT

-  0086-15247880947
-  hairihan_b@sina.com
-  Hairahan
-  Guangzhou, Guangdong, China

SKILLS

- Trados & Memo Q
- Translation & Localization
- UX Writing

EDUCATION

MA: Interpreting And Translation

University of Bath

2016-2017

Simultaneous and consecutive interpreting, translation, CAT, and PSI
Received University of Bath International Scholarship





BA: Finance

Southwestern University of Finance and Economics

2016-2018

Banking, investment, SAS programming,
Excel in finance management, accounting, statistics

LANGUAGES

- English 
- Chinese 
- Korean 
- Spanish 

ABOUT ME

As a detail-oriented English/Chinese Translator with 5 years of experience, I have provided document translation and interpreting services to clients in the **game, IT, architecture, design, business, government, cultural tourism, and hospitality** industries. My expertise in producing accurate translations and attention to detail have resulted in satisfied clients and successful projects.

WORK EXPERIENCE

Senior Translator and Interpreter

NetEase Games 2022.12 - Present

- Supporting cross-border executive meetings by providing simultaneous or consecutive interpreting services using softwares such as Zoom and Teams
- Supporting the art team by translating daily correspondence and managing outsourced artists
- Translating in-game text and other art-related materials on a daily basis
- Developing and implementing efficient and effective translation workflows and processes
- Providing guidance and mentorship to junior translators to improve their translation skills and knowledge
- Reviewing and editing translations to ensure they meet the highest standards of quality, accuracy, and readability
- Keeping up-to-date with industry trends and best practices to ensure translations are always up to date and relevant

Content Strategist (UX Writer)

Bytedance Technology Co., Ltd., Beijing 2022.5-2022.12

- Crafted English and Chinese UX copies for Feishu, a collaboration suite
- Collaborated with team members on the development of content style guides, content and messaging strategies, best practices and processes
- Partner with product managers, developers, and business stakeholders to define content requirements and strategies that best achieved business goals
- Tracked user feedback and worked with various teams to troubleshoot problems and eliminate copy bugs
- Conducted competitor analysis and tracked feature releases to stay up-to-date with industry development

Senior Translator and Interpreter

Beijing International Resort Co., Ltd 2021.1-2022.5

- Provided simultaneous and consecutive interpreting during internal all-hands meetings, executive project meetings, design meetings, technical touch-bases, and high-level meetings with government agencies and suppliers
- Supported operations of various departments including GM office, government and external relations, entertainment, technical services, costuming, marketing etc.
- Translated documents executive correspondence, technical specifications, meeting minutes, etc., with total word-count of over 200,000

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SOFTWARE

- SDL Trados
- MemoQ
- Wordfast
- Microsoft Office

CERTIFICATIONS

CATTI (China Accreditation Test for Translators and Interpreters)

Level II Interpreter
Level II Translator

IELTS

Band: 8.0

TOPIK (Test of Proficiency in Korea)

Level IV

- Led a team of 5 translators to localize all menus for the Universal Beijing Resort self-operated restaurants, crafted SOP and styleguide to facilitate localization efforts, and defined voice and tone of dining venues to attract guests and help restaurants achieve business goals
- Used translation software (MemoQ) to verify complex terms, enhance collaboration and expedite translation process
- Tracked and controlled progress of major translation projects completed by multiple translators
- Proofread work of junior translators to spot and correct errors and uphold overall quality

Translator and Interpreter

Beijing International Resort Co., Ltd

2017.11-2021.1

- Provided interpreting service during meetings attended by engineers of various disciplines including design, architecture, structure, etc.
- Translated technical specifications, design statements, news release, internal publications and meeting minutes
- Tracked and presented project construction progress to U.S. stakeholders
- Developed and maintained project glossary shared with other team members to ensure all deliverables are consistent and up to quality standards
- Built and maintained a comprehensive glossary for the project
- Onboarded and trained junior translators

Intern Interpreter

International Maritime Organization

2017.2

- Conferred with professional IMO interpreters to establish precise understanding of meeting agenda and practice translation and interpreting skills

Freelance Translator and Interpreter

2017 - Present

Interpreting:

- Britain Business Council: During the China-UK Urbanization Forum, provided interpreting service to British investment companies
- Southwestern University of Finance and Economics: During the International Symposium of Micro and Rural Finance in China and U.K, provided interpreting service to visiting professors and translated documents and academic documents
- China-South Asia Economic and Trade Forum
- 2022 Discover Seafood from Ireland

Translation:

- Co-translated and proofread Two Dogs and A Suitcase: Clueless in Charente
- Subtitles Translation: Smart history series for Bilibili.com
- Game Translation: A Chinese game named The Great Master (working title)
- Other documents covering academia and a variety of industries, including life science, finance, IT, art and design, food, and e-commerce.