

Skylar Shen

Tel: 18959007702 Email:583524629@qq.com

Native language: Chinese; Working language pair: English ↔ Chinese

Productivity: 3000~5000 words/day

CAT tools: Trados 2021/Tag Editor, Wordfast and Memoq

Specialty areas: Business/Finance/Laws/Marketing/Life Science/

Literature/Medical/Energy/Engineering

Certified CATTI(China Accreditation Test for Translators and Interpreters) Translator

EDUCATION

Beijing Wuzi University **Business English** Bachelor Sep.2005-Sep.2009 **Top 3%**

MAIN COURSE

Simultaneous Interpretation// Business English translation/ International Economics& Trade

Qualification

2005-2009 National Scholarship for Encouragement Excellent Student 4 times

2007 Third Prize of the National English Contest for College Students

2008 2nd of the "Blue Dove Cup" English Spoken & Writing Competition

2006 CET-4 564/710 CET-6 538/710, TEM-4/TEM8

EXPERIENCE

Full-time Freelance Translator(CATTI II Certified Translator) 2013-present

-Working as a contract translator for Transperfect, RWS, Huayun Translation, YES-CAT Information Technology, Shanghai Langyuan Information Technology, Wuxi Taihu Translation, as well as many other translation companies, agencies and direct clients.

-Major clients I served for while working for the companies include: BOC, Porsche, Volkswagen, NIO, Veolia, Grundfos, Beijing 101 Middle School, Yutong Bus, MIXUEBINGCHENG, China International Import Fair (CIIF)

-Translation fields: company website, company profile, company brochure, news release, financial statements, contracts and agreements, advertising, technical documents, technical manual

Beijing Olympic Games the BCIA Volunteer 2008.7-2008.9

-Engaged in the reception of foreign guests and athletes at the Border Defense Quarantine Inspection of BCIA; answer questions proposed by domestic and foreign passengers, making brief oral E-C translations.

- Arrange the volunteers overall plan, inform the latest news, coordinate situation between the logistics support and the airport mount guard person, send greeting message to volunteers.

Sino- Germany Clinic Receptionist and Interpreter 2006.6-2006.9

-Assists to arrange and support the enter duty training for company's staffs about English and other large-scale training, and makes the corresponding training result analysis report

- Take charge of receiving patients from various countries' embassies and completes their case records in the clinic onstage. Translates the explanation of illness for the patient, the dilation, the medicine arrangement and so on.

SKILLS

English:

●Excellent in English listening, speaking, reading, writing and translating. With one and a half years internship of simultaneous interpretation. Familiar with English in politics, current events, economics, foreign trade and military affairs. Be able to write English reports and materials.

●Ten-year experience in full-time English translation, have translated more than 10 million words, have been cooperated with a number of small, medium and large-sized translation companies (Transperfect, RWS, Yuanpei Translation, Chuanshen, Easytowntrans, Yimingtrans, etc.), sign agreement and work as part-time translator, familiar with Trados, Masanobu and other CAT translation platforms.

●Computing/Cat tools: Microsoft Office, Trados 2021, Memoq, Wordfast, Translation Workspace

●Certificates: CATTI II, TEM-8, TEM-4, CET-6, CET-4, Driver's License