

# RESUME

## Personal

<b>Name:</b> Ellen Yin / Xinhong Yin		<b>Gender:</b> Female	
<b>Birth Date:</b> 1983/8		<b>Nationality /Residence:</b> Xi' an City, Shaanxi Province, China	
<b>Academic Degree:</b> Bachelor of Arts		<b>English Level:</b> TEM-8 (National Test for English Majors)	
<b>Translation Experience:</b> 17 years		<b>Translated Words:</b> 10 million plus	
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## Qualification

- ✦ **Capability:** Mutual translation between English and Simplified Chinese, Chinese Localization, Proofreading
- ✦ **Specialized Fields:** IT, Electronics, Marketing, Mechanics, News, Contract
- ✦ **Daily Output:** Around 2500 Words
- ✦ **Tool Skills:** SDL Trados Studio, Wordfast, MemQ, Memsources, Smartling, XTM, Xbench and other popular translation assistant tools.

## Education

2002/9 – 2006/7 Harbin Engineering University (Project 211)

**Department:** Department of Foreign Language

**Specialty:** English

**Degree:** Bachelor of Arts

## Project Experience

Completed a number of large mutual translation (EN-CN) projects related to IT, mechanical, marketing, electronics, finance, law, tourist and other miscellaneous fields, which involve website/product localization, hardware/software manuals, brochures, PR, white papers and other communication materials. The end clients include: (\* All illustrated projects are based on long-term and stable cooperation, with a work load of several hundreds of thousands of words mostly.)

- ✦ **IT & Computer:** Zoom, Cisco, HP, Advantech, Dell, Landesk, Ivanti, Teenable, Vmware, Adobe, IDSS、ABBYY, Oracle, Zebra, U-box, 360, Laiye, Deepexi, Amazon Cloud, Edianyun, Hikvision, UCloud, Ciena, Rawson, Manhattan Associates, etc.
- ✦ **Marketing:** HP, HPE, Volvo, Newlink, Joynext, Lenovo, Schneider, Amazon, Leutze, New Oriental, KION, App Annie, Maersk, Adobe, Schindler, STADA, Forrester, Perstorp, Kurz, Siemens, Liftoff, Passport, BlueFocus, Perrier-Jouët, Blommer, Vibram, Interface, Vivo, etc.
- ✦ **Mechanical:** Doppelmayr, Reishauer, Heraeus, etc.
- ✦ **Electronics:** Leuze, Omicron, Tektronix, Microchip, etc.
- ✦ **Finance:** Netsuite, Citibank, etc.
- ✦ **Tourism:** Bangkok.com, Indonesia.com, ChinaTravelGuide, Airbnb, etc.

✚ **Others:** Stamicarbon, Milliken (chemical), *Vegetable Theory and Practice* (book), China Military (news, opinions)

## Case Highlights

Clients	Materials	Language Pair	Words
Zoom, Adobe, Landesk, Ivanti, Vmware, Teenable	IT: software UI, features, user instructions	EN-SC	300,000+ for each
Cisco, HP, Dell, Advantech, U-box	IT: product hardware & software manuals, marketing materials	EN-SC	400,000+ for each
Leutze, Omicron, Tektronix, Microchip	Electronics, telecommunication devices, & marketing materials	EN-SC	300,000+ for each
Doppelmayr, Reishauer, Heraeus, Stamicarbon	Mechanical: Ropeway car, grinding machine, chemical device	EN-SC	300,000+ for each
STADA, Schneider, KION, Liftoff, Schindler, Maersk,	Marketing materials involving business magazine, energy, automobile, motorbike, elevator, logistics, makeup, food & drinks, education, fashion, household, medicare...	EN-SC	100,000+ for each
App Annie, Forrester, Passport, ABBYY	Market statistics, research reports, white papers	EN-SC	100,000+ for each
Airbnb, Bangkok.com, Indonesia.com	Travel: attractions, hotels, transportation, tips	EN-SC	50,000+ for each
Advantech, Amazon, 360, Edianyun, Vivo	IT: hardware/software, cloud, computer, phone	SC-EN	200,000+ for each
Newlink, Joynext, New Oriental, Volve	Marketing: New energy, automatic driving, AI, overseas study, automobile...	SC-EN	200,000+ for each
ChinaTravelGuide	Travel: attractions, hotels, transportation, tips	SC-EN	300,000+ for each
China Military	Military news, opinions, etc	SC-EN	200,000+

## Work Experience

### Since 2016/4 (7Y) Full-time Freelance Translator

Cooperate with numerous industrial well-known translation institutions, and serve for individual customers. Undertake mutual translation projects focusing on IT, Mechanics, Marketing & Media, and Tourist fields, with finance, contract, thesis, and other common commerce disciplines involved.

**Partners:** mintel, t-works, Beijing Chinese-Foreign Translation & Information Service, EC Innovations, being honored as "Outstanding Partner of the Year" by EC Innovations.

### 2008/04 ~ 2016/04 (8Y) Advantech Co., Ltd (Xi'an) Document Engineer/English Translator

Responsibilities included mutual-translation and editing of product manuals, marketing materials, websites and other source articles across the group (a large industrial computer company).

**2006/08 ~ 2008/03 (1Y+) Xi'an Marco Polo International Travel Service English Editor**

Took charge of the overall work of several English travel websites, including collecting, editing, translating, and writing travel guides, press releases, and other miscellaneous information.

(Main websites: [www.travelchinaguide.com](http://www.travelchinaguide.com), [www.tibettrip.com](http://www.tibettrip.com), [www.warriortours.com](http://www.warriortours.com), [www.yangtzerivertour.com](http://www.yangtzerivertour.com), [www.chinatour360.com](http://www.chinatour360.com))

**2006/02 ~ 2006/05 (3M) Dalian Shipbuilding Industry Co.ltd English Translator (Internship)**

Responsible for the translation of English materials related to the shipping field of the group.