**Personal Resume**

**Name (Chinese & English): Klaus/Bing Gong**

**Gender: male**

**Birth Date: 21.11.1991**

**Marital Status: married**

**Nationality: Chinese**

**Mobile Phone: （86）18061842269**

**Email: 825401202@qq.com**

**Outstanding Professional Skills and Working Style：**

8 years' experience in translation, having participated in translation projects in various fields such as legal, patent, business and visa, with certain experience in client maintenance and project maintenance.

Proficiency in office software, Trados, Xbench, workspace, across and other translation software, familiar with the creation of the Trados terminology database and the updating and maintenance of the memory database.

**Education Background：**

**09. 2014 - 06. 2017 Nanchang Hangkong University**

Major: German Language and Literature

Degree: Master

**09. 2010 - 06. 2014** **Nanchang Hangkong University**

Major: German

Degree: Bachelor

**Working Experience:**

**04. 2023 -**  **GienTech Technology Co., Ltd. (Pactera Systems Limited)**

Position: Resource Coordinator

* Responsible for resource development, which mainly includes recruitment, development, negotiation, testing and training of external translators, as well as guiding translators to operate the company's internal system, and keeping records of translator information and reporting to the manager.
* Responsible for resource management, which mainly includes negotiating price increases and reductions for translators, evaluating the performance of translators in projects, screening internal translators who meet project requirements according to project needs and collecting relevant material information for recommendation.
* Responsible for assisting the manager in bidding activities for projects, collecting the necessary certificates and materials as required, and communicating with the translators to ensure the success of the bidding activities.

**06. 2017 - 02. 2023 Jiangsu Sunyu Information Technology Co., Ltd.**

**Position:**  **German Translator**

**Job Responsibilities:**

* The company is a Huawei language service provider, working as a special translator for German, mainly responsible for translation projects in the following areas:

Visa: CVs, job descriptions, personal certificates and documents, German Embassy visa documents, etc.

Economic: labor contracts, commercial insurance contracts, patent license agreements, financial and management reports, etc.

Industrial: plastic injection molding machines, operating and installation instructions for communication equipment, etc.

* Responsible for the collection and maintenance of the corpus of the projects she is involved in, the general collation of error-prone and sensitive terms, the revision and quality control of translations for patent application projects, and the optimization of the translation process to ensure timely delivery.
* As language engineer, involved in Huawei's big data search project, responsible for German annotation evaluation of search product modules, effect index evaluation and analysis, driving front-line R&D to make corrections and iterations.

**09. 2014 – 05. 2017 Jiangsu LanguAge Information Technology Co., Ltd**

**Position:**  **Part-time German Translator**

**Job Responsibilities:**

* German, English interpreter on site and office translator in De-En-Ch for mechanics, electrification, The main responsibilities include the translation of the AKF process for Arburg's mouldless plastic moulding technology, the translation of the manuals and installation and operating instructions for its Allrounder series, the translation of the content of Arburg's Chinese website and the translation of each issue of the in-house monthly magazine "Today".

**Language skills:**

Chinese mother language

English proficient

German proficient

**Computer skills:** Master skills such as MS Office, SDL Trados, Xbench, across, workspace, word fast etc..

**Certificate:** CET 6, PGH 8 for German

**Most specialized in**:

Consumer electronics

Electronics

Patent and certificates

Technical Documentations

Marketing materials and press releases

Software Localization

Website Localization

**Partial project information:**

Patent Project (German to Chinese):

Method for producing automobil putty

A kind of production technology of the side car of sidecar motor tricycle

Wearable electronic device and control method thereof

Control method based on vertical synchronization signal and electronic equipment

Intelligent networking automobile formation control method and system for coping with communication abnormity

A kind of industry Internet of Things intelligent cloud gateway and its communication means

Operation and maintenance knowledge map generation method and system

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ARBURG project (German to Chinese):

Operating instructions for ARBURG ALLROUNDER hydraulic, hybrid and electric injection moldings machines

ARBURG's in-house magazine “Today”

Instructions for operating and following the MULTILIFT linear robotic system from ARBURG

ARBURG freeformer additive manufacturing machine operating instructions

Instructions for the ARBURG ALLROUNDER CUBE moldings machine

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Huawei projects (Chinese to German, English to German, German to Chinese):

EMUI interface string

EMUI Privacy Agreement

EMUI User Manual

Certificates and CVs for Huawei dispatchers: academic degree certificate, notary certificate, family register, language level certificate, honors certificate, dispatch letter, CV, expatriate labor contract, expatriate insurance contract, certificate of no criminality, driving license

Huawei subtitle MTPE

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【HTLOC】HP (Hewlett-Packard), MF (Microsoft Focus) MTPE Project

ZTE UI String Project

Xiaopeng big screen operation interface guide

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