

Lin Chen, Elena

EN-CN Freelance Translator


Basic and contact information


Native language: Simplified Chinese


Average daily capacity: 3,000 words

Total words translated: about 3 million

Specializations: e-learning, IT, accounting, and business

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 elena1025@foxmail.com

 Time zone: UTC+8

Work experience



Sep. 2020 - present

Freelance Translator (full time)

■ **E-learning: about 600,000 words (translation & MTPE); English to Simplified Chinese. The details are as follows:**

- ✧ Finance for Non-Financial and Financial Compliance; 60,000+ words
- ✧ Selling and Leadership (including training materials and video subtitles); 57,000+ words
- ✧ Financial Literacy; 52,000+ words
- ✧ Manager's Mindset, Performance Development, Coaching, and Diversity and Inclusion (including training materials and video subtitles); 40,000+ words
- ✧ External communication and trade secrets; 26,000+ words
- ✧ Digital Transformation, Marketing, and Safety; 22,000+ words
- ✧ Banking; 22,000+ words
- ✧ Workplace Compliance; 21,000+ words
- ✧ Risk Management; 19,000+ words
- ✧ Workplace Sustainability; 7,000+ words

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■ **IT: about 400,000 words (translation & MTPE); English to Simplified Chinese. The details are as follows:**



- ✧ Two technology companies' articles and press releases on cloud computing, IT/OT convergence, application strategies, containerization, fraud detection and protection services, Bot management, zero trust, cyber security, etc.; 230,000+ words
- ✧ Technical documents on cloud computing; 22,000+ words
- ✧ Workday user guide; 63,000+ words
- ✧ Localization of a logistics company's website; 38,000+ words
- ✧ Localization of experience management software; 25,000+ words
- ✧ Localization of stock plan administration software; 9,000+ words

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Work experience (Continued)

- **Accounting: nearly 900,000 words (translation & review); mostly English to Traditional Chinese (Hong Kong). The materials are those required to be disclosed at www.hkexnews.hk. The details are as follows:**
 - ✧ Annual reports, interim results announcements, and interim reports; review; EN-TC; about 500,000 words
 - ✧ Annual reports, interim results announcements, and interim reports; translation; EN-TC; about 200,000 words
 - ✧ XXX Gold Group Limited's circular; Valuation Report and Competent Person's Report (about a very substantial disposal); review; EN-TC; 29,800+ words
 - ✧ XXX Capital Limited's announcement; Transfer of Listing from GEM to the Main Board of the Stock Exchange of Hong Kong Limited; translation; EN-TC; 23,800+ words
 - ✧ A technology company's announcement; Placing of Existing Shares and Top-Up Subscription of New Shares Under the General Mandate; translation; EN-TC; 5,500+ words
 - ✧ XXX Property Holdings Limited's announcement; Deemed Disposal of Equity Interest in PRC Subsidiaries; translation; EN-TC; 4,300+ words
 - ✧ XXX Holdings Limited's announcement; Proposed Share Consolidation; translation; EN-TC; 2,800 words
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- **Business: around 100,000 words (translation & MTPE); mostly English to Simplified Chinese. The details are as follows:**
 - ✧ A company's mobile devices market report; 6,000+ words
 - ✧ Onboarding documents; 6,000+ words
 - ✧ A company's retail and payment solutions market report; 5,000+ words
 - ✧ A payment service provider's marketing materials; 5,000+ words
 - ✧ Notifications and messages to employees; 5,000+ words
 - ✧ Marketing materials about sneakers; 4,000+ words
 - ✧ Marketing materials about properties; 3,000+ words
 - ✧ Survey reports about women of color; 3,000 words
 - ✧ Marketing materials about sneakers; 2,000+ words
 - ...
- **Literary: Simplified Chinese to English. Translation (1,800,000+ words); MTPE (270,000+ words); review/editing (1,690,000+ words). Romance, martial arts, and cultivation novels and comics.**
- **Others: around 400,000 words (translation & MTPE & review); English to Simplified Chinese and Simplified /Traditional Chinese to English.**
 - ✧ **Law:** about 100,000 words (translation & MTPE & review); English to Simplified Chinese; including privacy notices, agreements, policies, articles of association, etc.
 - ✧ **Blockchain:** about 20,000 words (translation); English to Simplified Chinese; related articles and press releases.
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Work experience (Continued)

-  Feb. 2019 – Jan. 2020 Training Administrator (full time)
 - **Responsibilities include translating** trainees' academic results and curriculum, as well as articles on Society of Actuaries (SOA)
-  Mar. 2018 – Jan. 2019 **Accounts Receivable Accountant (full time)**

Software used

Trados, memoQ, Phrase/Memsource, Wordfast, XTM, xbench, MS Office, and Adobe Acrobat

Education/Training

- Sep. 2013 – Jun. 2018 Sanda University English Bachelor's degree
- Oct. 2015 – Jan. 2017 National Science and Technology Park of Shanghai University of Finance and Economics ACCA course
Financial Accounting, Audit and Assurance, Corporate and Business Law, Financial Management, etc.
- 2020.04-2020.11 Applied translation training
Law, finance, mechanics, IT, marketing, and life science

Certificates

- **The United Kingdom: ACCA Advanced Diploma in Accounting and Business**
- **China: CATTI Level 3 (Translation)**
- **China: Test for English Majors - Band 8**