

Freelance Translator

Education & Skill Highlights

- Master Degree in Communications / Bachelor Degree in Marketing
- Language Pairs: English-Chinese, Chinese-English translation and interpretation
- Currently finishing Translation Certificate with University of Toronto

Translation and Interpretation Projects

- Alberta Ballet 2007 China Tour Program (translation)
- Alberta Ballet 2007 China Tour (interpretation and project management)
- Venture Communications Branding Strategic Proposal (translation)
- Vidal Sassoon Product Launch 1998 (interpretation)
- Motorola China Sales Training Sessions 2000 (interpretation)
- Saint Mary's University EMBA program China National Chemical Corp (translation/interpretation)
- Schlumberger China S.A. (translation and interpretation as needed)
- AT&T China/Lucent Technologies (translation and interpretation as needed)

Other Professional Highlights

- Eight years Experience in Marketing Communications and Media Relations
- Website development project management, World Wide Quote
- Media and Event Management
 - Alberta Ballet House and Garden Tour 2006,2007,2008
 - Savour Wine & Food Festival Calgary 2004, 2005
 - Canadian Wine Award Technical Tasting 2004, 2005
 - VW/Wine Access Mondo Vino Gala at the Calgary International Film Festival
 - Calgary Top 40 Under 40 Award Ceremony

Education & Skills

Master of Arts

Communication Studies

The University of Calgary
September, 1998 – July, 2000

- Received scholarship total \$20,000
- Projects: Alberta Science Foundation/ Calgary Flames
- Thesis title: Cultural debates on Chinese Advertising
- GPA 3.95/4.0

Bachelor of Commerce

Marketing

Saint Mary's University
September, 1995 – May, 1998

- Major: Marketing
- Minor: French
- Graduated with summa cum laude
- Dean's List 95-98
- Achievement scholarship receiver 96-98
- GPA: 3.9/4.0

Bachelor of Art

Business English

Peili University, Beijing
September, 1990 – May, 1993

- Major: Business English

Language proficiency:

- English (Near Native), Mandarin (Native), French (Intermediate)

Computer proficiency:

- Database management with Foxpro, MS Access
- Excellent Proficiency in MS Office MS Project, MS Front Page, Outlook, and Photoshop
- Familiar with both Mac and PC platforms

Certificates

- Translation Certificate (English-Chinese), University of Toronto (To be finished fall 2009)
- Basic negotiation skills, AT&T China
- Intermediate level French, Universite Catholique de L'Ouest, France

Professional Experience

- Director of Development, Alberta Ballet, Calgary**
February 2006 – February 2008
- Fundraising Development and Events (1.5 million/year)
 - Alberta Ballet 2007 China Tour (Organizer/Interpreter/Translator)
- Marketing & Circulation Coordinator, RedPoint Media Group, Calgary**
October 2003 – Dec 2005
- Marketing & Events
 - Circulation Management (Increase circulation revenue by 50%)
 - National Ad Accounts Management
- Marketing / Project Manager World Wide Quote, Calgary**
December 2000 – Oct 2003
- Marketing Management
 - Project Management
 - Website Translation (English-Chinese) & Search Engine Optimization
- Part-time Project Coordinator Venture Communications, Calgary**
December 2002 – February 2002
- Coordinated in creating and translating branding strategy and proposal package for Chinese government
 - Conducted market and product research for international client
- Research Associate/Business Contact International Results Group, Calgary**
August 2000– December 2000
- Coordinated in the City of Calgary Commodity Flow study
 - Participated in designing research procedure for the City of Calgary
 - Contacted businesses and presented the City's research plan to business owners and managers on a daily basis
- PR Associate Intern Edelman PR China, Beijing, PR China**
June, 1998 – August, 1998
- Interpretation and translation for various projects including Michael K Deaver's visit to China and Vidal Sassoon initial Product Launch in Beijing.
- Assistant Buyer Lucent Technologies (China) Co. Ltd., Beijing, P.R. China**
March, 1995 – August, 1995
- Worked in bilingual environment
 - Translation and interpretation as needed
 - Database Management
- Assistant to Technical Manager Schlumberger (China) S. A. Beijing, PR China**
July, 1993 – February, 1995
- Worked in bilingual environment
 - Translation and interpretation for technical manual and technical seminars and client events
 - Clerical assistant to the Technical team in all servicing locations in China

Extracurricular Activities

- Editor-in-Chief lifeswindow.com**
August 1999 – present
- Lead a team in developing a North-American based Chinese on-line magazine
 - Implement marketing plan and generated 300% increase in on-line traffic within a year
 - Supervise in the development and editing of content and layout of the magazine
 - Participate in web page design
- Radio Co-Host Fairchild Radio FM94.7**
January, 2002 – present
- Research and host a popular Mandarin talk show.

References Are Available Upon Request