

HSIANGLING LIU (劉湘玲)

Personal Data

HOME ADDRESS:

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Birthday: Dec.17, 1965

Sex: Female

Marital Status: single

Working Experience

Freelance Translator/Writer (Chinese/English)

◆ March 1 2007 ~ April 2009

AXIOMTEK Co., Ltd. (艾訊股份有限公司) — Specialist/ Technical Writer

Global Marketing Division

AXIOMTEK products are used in industrial automation, data acquisition, DVR, medical, banking, entertainment, transportation, POS/POI, kiosk, HMI, gaming, digital signage, digital surveillance, security, network communication, telecom, and storage applications. AXIOMTEK provides complete Applied Computing Platforms and very competitive priced solutions to system integrators, distributors, VAR's, and resellers.

- Writing/Editing User's Manual, Installation Guide, technical documents
- Writing/Translating/Editing/Reviewing Marketing materials: technical documents, catalogue/brochure, website content and Press Release

◆ June 1 2006 ~ June 30 2006

NCL Media Ltd., Taiwan (英商恩禧策略傳播股份有限公司) —Freelance English Writer

- Writing and translating various English articles for special projects

◆ June 2001 ~ May 2006

Elitegroup Computer Systems Co., Ltd.(精英電腦股份有限公司) —Marketing Specialist/Leader of Technical Writer Team

Product Marketing Department

ECS is the professional maker of computer motherboard, book PC and VGA card, etc. Our products are mainly exported to foreign countries all over the world.

- Writing/Editing user's manuals

- Translating/Writing/Editing various documents (installation guides, specification sheets, instruction manuals, and so on.)
- ◆ March 2000 ~ May 2001
HeroIT.com Co., Ltd. (禧達康資訊有限公司) – Translation Specialist (English/Chinese)
- Translating/Editing the website content from Chinese to English
- ◆ March 1998 – February 2000
Kwong Fong Industries Corporation (廣豐實業股份有限公司) – Secretary & Import Specialist
 Kwong Fong is a registered public corporation of textile industry. We have our own famous brand of ‘LIFE’ covering various towels, robes and all relative products. We are developing our multiple operations, such as construction, advanced technology, and securities.
- General administration
 - Documentation
 - Itinerary /schedule/meeting arrangement
 - Report & presentation materials preparation
 - File management
 - Study, Summary and Management of contract & legal documents: Operating Agreement, Employment Agreement, Articles of Incorporation, By-Law, Projects....etc.
 - Daily Communication between foreign partners and local manufacturers
 - Translation (Chinese/English)
 - Import Trading
- ◆ Oct.1993- June 1997
Tasa Meng Corporation (采盟股份有限公司) – Secretary to Managing Director
 Tasa Meng is an exclusive agent of international prestige brands in Taiwan. They are selling Men’s and Ladies’ Ready-To-Wear, shoes, leathersgoods, accessories, jewelry, watches, and so on. These brands include Celine whole collections, A. Testoni whole collections, Paloma Picasso leathersgoods & accessories, Christian Dior jewelfy, Gucci watches, Shu Uemura cosmetics, MCM leathersgoods and so on.
- General administration
 - Documentation
 - Itinerary /schedule/meeting arrangement
 - Report & presentation materials preparation
 - File management

- Contract & official documents management
 - Advertising & Promotion campaign preparation & communication
 - Daily Communication between foreign partners and local manufacturers
 - Translation (Chinese/English)
- ◆ July 1990-June 1991
Mention Enterprise Co., Ltd. (美欣加企業) – Sales Secretary
 Mention is a Sport shoes / sportswear exporter.
- Developing new market & new customers
 - Daily Communication between foreign customers and local manufacturers
 - Ordering
 - Document preparation & filing
 - Delivery & Shipping
 - After sale service
- ◆ July 1989-June 1990
Long Full Co., Ltd. (龍甫股份有限公司) – Sales Secretary
 Long Full is a hand-made costume jewelry exporter, including hair clips , necklaces, earrings, and so on.
- Developing new market & new customers
 - Daily Communication between foreign customers and local manufacturers
 - Ordering
 - Document preparation & filing
 - Delivery & Shipping
 - After sale service

Education

1991—1993
Indiana University of Pennsylvania, Indiana City, PA, U.S.A. (美國賓州印第安那大學) *Master* degree majored in Education

1984—1989
National Taiwan University, Taipei, Taiwan(國立臺灣大學) *Bachelor* degree majored in the Dept. of Foreign Languages & Literature

Training

1995 June Secretary Training Programs Harvard Management Services, Inc. ; 1995 September – November Window, Word,

Excel, Powerpoint training programs Ta-Tan Computer Training Center

Skills	Personal computer operation – MS office Windows 2000, Windows 98, Excel, Word, PowerPoint, Acrobat, Illustrator, PageMaker and Photoshop
Hobby	Traveling, Reading
Applied Position	Translator/Editor (Chinese ↔ English) Technical Writer (English) Marketing Writer (English)
Expected Salary	Negotiable
Remarks	<ol style="list-style-type: none">1. 1994 May – I attended an Asian Sales Meeting in Hong Kong on behalf of Tasa Meng Corporation.2. 1995 January – I attended a Worldwide Sales Meeting in Los Angeles, U.S.A. on behalf of Tasa Meng Corporation.