

HSIANGLING LIU (劉湘玲)

Personal Data

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Working Experience

◆ Present ~

Freelance Translator (Chinese/English)

English Writer (Technical & Marketing)

- Writing and translating technical documents
(English/Chinese): hardware & software User's Manual, Installation Guide, etc.
- Writing and translating marketing materials
(English/Chinese): catalogue, brochure, website content and Press Release

◆ March 1 2007 ~ April 2009

AXIOMTEK Co., Ltd. — Marketing & 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 — Freelance English Writer

- Writing and translating various English articles for special projects

◆ June 2001 ~ May 2006

Elitegroup Computer Systems Co., Ltd. — Marketing & Technical Writer

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. — Translation Specialist
(English/Chinese)**

- Translating/Editing the website content from Chinese to English

◆ March 1998 – February 2000

**Kwong Fong Industries Corporation — 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 — 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. – 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. – 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, USA
 Master degree majored in Education

1984—1989

National Taiwan University, Taipei, Taiwan
 Bachelor degree majored in the Dept. of Foreign Languages & Literature

Skills

Personal computer operation –

1. MS office Windows, Excel, Word, PowerPoint
2. Acrobat, Illustrator, PageMaker and Photoshop
3. Trados

Applied Position	Translator (Chinese/English) English Writer (Technical & Marketing)
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.