

Resume

Kelvin Lin

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Current job: Freelance Translator



Objective: A position as freelance translator.

Skills:

- ITI-Qualified Translator
 - 10+ years experience
 - Languages – Fluent in English, Simplified Chinese (native language)
 - Knowledge of CAT software – SDL Trados Studios, MemoQ
 - Expertise in IT, computers, measuring instruments, electronics, telecommunication, electrical equipment, medical equipment, engineering, mechanics, business contracts and agreements, etc.
 - Microsoft Windows7
 - MS PowerPoint, Excel, Word
 - Bachelor Degree – Computer
 - Detail-oriented
 - Punctual; meets deadlines regularly
 - Highly-organized
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Work Experience:

Freelance Translator; 8/2015 to Present

- Translated documents such as user manual, website, product introduction, conference speech paper, business contracts and agreements from English to Simplified Chinese.
- Ensure that all translations conform to the original text in terms of technicality and terminology.
- Provide translation, editing and proofreading services to clients such as CATERPILLAR(USA), WOLF (Germany), KEMPINSKI HOTEL (Germany), GM (USA) and OERLIKON (Switzerland), etc.
- Work on major translation projects in the fields of computers, electronics, instruments and meters, telecommunication, electrical equipment, engineering, vehicles, etc.

In-house Translator; 8/2012 to 8/2015

Bettersize Instruments Ltd.

- Translated and proofread all documents such as manuals, flyers and brochures.
- Responsible for translating, proofreading, updating and uploading website content from Chinese to English.
- Translation and subtitling (Chinese to English) of videos for various product models.
- Performed online product promotion, and managed B2B trading platforms.
- Developed and organized spoken English courses for employees within the company.
- Served as an interpreter when a foreign client visited us.

In-house Translator; 11/2009 to 8/2012

Sanhe Medical Equipment Co., Ltd

- Translation and proofreading of user manuals, maintenance manuals of medical equipment, and instructions for related reagents (Chinese to English).
- Subtitling (Chinese to English) of videos for all products.
- Responsible for online product promotion, communicating with customers abroad and providing relevant information to them via email/phone.
- Served as an interpreter when a foreign customer visited us.

In-house Translator and Proofreader; 5/2008 to 6/2009

Beijing Jianian Translation

- Translation and proofreading of technical documents in the fields of electrical equipment, electronics, measuring instruments, cooling equipment, mechanics, etc.
- Participated in translation and proofreading work (English <>Chinese) for projects including servo systems for Japanese equipment and Siemens low voltage equipment.

In-house Translator and Coordinator; 5/2006 to 5/2008

China National Electric Cable & Wire Imp/Exp Corp.

Place of work: Angola, Africa

- Translation and proofreading of related engineering contracts for the electric power project.
- Coordinated and communicated with the local owners to solve the difficulties and obstacles we faced during the construction of the electric power project, ensuring that the project progress remains on track.

In-house Translator and System Integration Engineer; 8/2003 to 2/2006

Beijing Uniview Ltd.

- Translation and proofreading of engineering contracts and user manuals used in video surveillance projects.
- Installation and commissioning of video surveillance systems.

Education:

Beihang University (Beijing, China)
BS Computer; 2000-2003

English proficiency: Certificate of CET-6 (university level in English)

Professional Membership:

MITI, Member of the Institute of Translation and Interpreting (Membership since 2019)

Major Translation Projects: English > Chinese

TEREX (Italy) – User manuals for special-purpose vehicles (crane) – more than 16731 words, 2017

WOLF (Germany) – Instruction manuals, operating manuals and service manuals for heating systems, electrical systems, ventilation systems, presentation documents – more than 67586 words, 2017

GM (USA) – Website localization for its CADILLAC, BUICK, GMC, CHEVROLET brands – more than 40349 words, 2017

OERLIKON (Switzerland) – Technical brochure of its products in the fields of coatings, textiles, additive manufacturing, tooling, etc. – more than 14142 words, 2018

KEMPINSKI HOTEL (Germany) – Translation of its official website in different countries such as Russia, Slovenia and China. Also promotional materials were translated – more than 35561 words, 2018

CATERPILLAR (USA) – Translation of its technical documents covering diesel engines, electronic & electrical systems and technical training programs, etc. - more than 84425 words, 2018

WOLF (Germany) – Technical documents and presentation of electrical system, control unit and HVAC system – more than 24586 words, 2019

CATERPILLAR (USA) – Translation of its technical documents covering diesel engines, electronics, electrical and fuel systems, and technical training programs, etc. - more than 81373 words, 2019