**Resume**

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**Personal information**

Name: Ivylin Gender: Female

Eduaction : Bacholer Major: Japanese

Nation: China Residence Address: Sydney

**Contact information**

Mobile phone:0432739070 Skype ID: ivylinnli

QQ: 1871575943 Email: 1871575943@qq.com

**Learning experience**

09/2009 - 06/2013: Majored in Japanese at Changsha University

09/2006 - 06/2009: Senior high at Longhui No. 1 Middle School

**Work experience**

**12/2015 – 07/2016:** Guang Dong Elevator &Lift Co.,Ltd.

**Company nature:** Japanese funded enterprise

**Company profile:** Elevator &Escalator

**Key accounts:** Kerry Center、Kiefer、Shangri-la.etc

**Position:** Translator AND **HB** assistant

**Job description:**

1. Japanese and English translation or interpretation, translating specification, bidding document or maintenance report, installation guidance, new policies or news or other relevant materials.
2. Other translation support such as training translation or interpretation
3. Elevator maintenance business

**07/2014 – 11/2015: Four Seas Tsun Fat Fty.,Ltd.**

**Company nature:** Hongkong-invested enterprise

**Company profile:** Food, Biscuit

**Key accounts:** Meiji, Aeon, Yamauthi, etc.

**Position:** General manager assistant and Japanese translator

**Job description:**

1.Translating materials or law into Japanese or Chinese, such as company profile, supplier or customer information, operation process, security materials

2. Publishing newspaper

3. Conveying commands of general manager to all of departments

**06/2013 - 06/2014: Jeckson Electric.Co.Ltd.**

**Company nature:** Hongkong-invested enterprise

**Company profile:** Charger, Mobile power pack

**Key accounts:** Song, Panasonic, sanyo, Toshiba

**Position:** Japanese translator

**Tasks:** 1.Translating emails, materials of technical or production, etc ,such as production specification, standard operation process, report of quality or customer feedback, or quality issues.

2. Holding meeting with Japanese customers;

3. Dealing with Japanese customers about other things

**Qualifications/certificates and dates of receipt**

01/2012: Japanese-Language Proficiency Test Level 1

12/2011: CET-6

09/2010:Computer Skill Test Level 1

03/2012: C1 driving license

**PC capabilities**

Word: Advanced Excel: Advanced Powerpoint: Advanced

Other software: Photoshop, Coreldraw, Dreamweaver

**Language proficiencies:**

Japanese: Fluent English: Fluent Putonghua: Mother tongue

**Self-introduction**

I was a translator, have 3 and a half year experience of full time translation in manufacture industry, and I ever worked for a translation company for 2 years as part-time, now, I am a freelancer working and learning at home. I am reliable and enjoyed translation, I tend to pursuit perfection while translating and commit to provide high quality document.