# Personal Profile

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# Working Languages

English, Simplified Chinese, Traditional Chinese, Mandarin, Cantonese

# Expertise

Medicine, law, contract, IT, website, patent, finance, chemistry, electronics, etc.

# Education

## Sichuan University

September 2003 – July 2007, Medical English, Bachelor

Second Foreign Language: Japanese

# Experience

## March 2012 – present

*Freelance translator*

I have been working as a freelance translator for LSPs and direct clients since March 2012. I mainly translate from English into Chinese, and my translation service covers a variety of fields, from short notices to specialized technical translations. Sometimes I translate from Chinese/Japanese into English as well.

## April 2011 – February 2012

*Translation Proofreader & Project Manager, @Lan-bridge Translation Co., Ltd.*

My responsibilities mainly included proofreading documents translated by translators of the Company, training new employees, and delivering external translation and CAT-related lectures to students of universities having partnership programmes with the Company.

## July 2008 – March 2011

*Certified Translator & Quality Assurance, @Lighthouse Software (Chengdu) Co., Ltd., a Chinese subsidiary of Lighthouse IP Group (Netherlands)*

My responsibilities mainly included: i) proofreading patent-related documents translated by my fellow translators in the Company (mainly Chinese to English); ii) translating patent documents from Japanese into English; iii) basic training on patent English & Japanese language styles for the Company’s staff; and iv) translating other non-patent documents as required by the company and clients.

## August 2007 – July 2008

*English teacher, @Guangzhou Alcanta Vocational School of Foreign Languages*

Taught such courses as Comprehensive English, Spoken English, and Practical English Writing at a well-known private education group in Guangzhou, which is known as the hometown of Cantonese as well as the capital city of China’s eastern province of Guangdong.

# Computer Skills

SDL Trados 2007 (or earlier), SDL Trados 2011 (or later), MultiTerm, SDLX, memoQ, Memsource, Déjà Vu, Wordfast, OmegaT, WebCatt, XTM, SmartCAT, MS-Office 2003/2014, Adobe Acrobat X Pro, ABBYY FineReader, ABBYY Aligner, Dreamweaver, etc.

# Qualifications

CATTI-2 China Aptitude Test for Translators and Interpreters (Translation Level 2)

TEM-8 Test for English Majors (Band 8)

NAETI-3 National Accreditation Examination for Translators and Interpreters (Interpretation Level 3)

JLPT-3 Japanese Language Proficiency Test (Level 3)

J.TEST Test of Practical Japanese (Level E)

# Project Examples

## [*Note: EN=English; ZHS=Simplified Chinese; ZHT=Traditional Chinese*]

Full text translation of a patent (WO2004/110461) on the treatment of bacterial vaginosis (EN→ZHS)

Product promotion documents & fact sheets translation for Jackson Wine (EN→ZHS)

Global privacy policy translation for Kohler’s website (EN→ZHS)

Patient Guide translation for Methodist Hospital of Southern California (EN→ZHT)

Press release translation for the website of HSBC (EN→ZHT)

UI texts translation for the mobile app OMOTENASHI Wallet (EN→ZHT)

Translation of a User’s Manual for Barco N.V. (EN→ZHT)

Oracle FY14 Incentive Compensation T&C Translation and Update (EN→ZHS; EN→ZHT)

Employment contract translation for Guangzhou MNG Model Management Co., Ltd. (ZHS→EN)

Translation of three doxofylline-related medical papers downloaded from CNKI (ZHS→EN)

Patent office actions and patentability reports translation (ZHS→EN)

Budget worksheet translation for Ürümqi Diwopu International Airport (ZHS→EN)

# References

References available upon request.