



Dongming (Alan) Wang

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Education

Master of Translation and Interpretation

Shanghai International Studies University / 2015 - 2018

Bachelor of Engineering

Communication University of China / 2009 - 2013

Skills & Certifications

- CATTI Level 2 Interpreter
- Python (basic level)
- Microsoft Office
- COMAC Systems Engineer

Other Experience

DreamTrans Workshop

Translator / 2016 -2017

- ✓ Translate reports from consultancy clients

Beijing Shanyuhui Media

Writer / 2013

- ✓ Team member of the production of a famous TV program on national television
- ✓ Worked closely with other writers
- ✓ Script writing, filming, and assisted the director and editor to finalize TV program

EXPERIENCE

Commercial Aircraft Corporation of China

Foreign Affairs Manager
2018.4 - present

Manage international relations and activities, facilitate international cooperation and top-level communication, and provide administrative support

- Plan, organize, and execute high-level meetings/activities between corporate leadership (Chairman, President, VPs) and international partners (~ 100 times p.a., including extensive writing and editing papers/materials, internal/external coordination etc.)
- Write, translate and edit emails, letters, and reports for leadership
- Chinese-English interpreting for leadership at high-level meetings (~ 80 times p.a.), and manage internal interpreting/translation team
- Manage external relations with international partners (suppliers, customers, universities, institutes, foreign governments), connect their needs with various internal teams on a daily basis
- Develop internal procedures, protocols, and guidelines for international activities

McKinsey & Company

External Editor
2017.4 - present

External part-time editor, proofread and edit content translated into/originally written in Chinese

- Work with the editorial and communication team on proofreading and editing papers/publications/deck, including:
 - COVID-19 articles (tourism, industrial, pharmaceuticals, etc.)
 - GEM CEO (2020)
 - Banking Quarterly (since 2017)
 - World Economic Forum Lighthouse White Paper
 - Consumer Report
 - Ellen MacArthur Foundation Report
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- Help develop the editorial style guide for Chinese content
- Assess translation from vendors
- Help connect other vendors