

## PERSONAL

**Chinese Name** Liu Baoqiang  
**English Name** Leo Bob  
**Languages** Chinese(Native) and English (Secondary)  
**Date of Birth** 04.11.1983  
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## EDUCATION

2007 – 2010	Master of Translation and Interpreting	Beijing Foreign Studies University
2003 – 2007	Bachelor of Arts	Xi'an International Studies University

## WORK EXPERIENCE

2012-Present:	<b>Full-time freelance translator</b>
2011-2012	<b>Translation Executive</b> Xi'an Yawen Translation Consultancy & Service Co., Ltd
2010 – 2011	<b>Translator</b> Lead To Asia Business Consultancy & Service Co., Ltd

## Areas of Expertise

<input checked="" type="checkbox"/> Economy & Trade	<input checked="" type="checkbox"/> Mining & Geology	<input checked="" type="checkbox"/> Mechanical
<input checked="" type="checkbox"/> Finance & Accounting	<input checked="" type="checkbox"/> Oil & Gas Production	<input checked="" type="checkbox"/> IT & Network
<input checked="" type="checkbox"/> Marketing & Advertising	<input checked="" type="checkbox"/> Building Construction	<input checked="" type="checkbox"/> Contract & Agreement
Etc.		

## Summary

- An extremely knowledgeable and highly talented translator with a strong command over English and Chinese and 5 years' hands-on experience in translating documents from English to Chinese and vice versa
- Highly skilled in Microsoft Office 2016 Professional, SDL Trados 2015 Professional, MemoQ 2015 Professional, and Abby FineReader 12 Professional
- Great attention to detail with excellent work ethic

## List of Typical Translation Projects

No.	Document Title	Volume (Words)
1	Coal Quality Manager (CQM) Analyzer Manual: Operations and Maintenance Manual	21440
2	GE Healthcare IT Centricity Enterprise Archive V4.0 System Design and Architecture Specification	21215
3	Deere & Company Annual Report 2008: GROWING A BUSINESS AS GREAT AS OUR PRODUCTS	34040
4	School of Channel Sales WAN Optimization Workshop	19726
5	Technical Report On Domestic Waste Water Treatment for Coslight India Telecom Pvt. Ltd.	3033

6	Permit to Work System	35863
7	Tender specification For Sinter plant-II and Raw Material Handling System (PACKAGE No.-1)	57511
8	Recommended Practice for Flexible Pipe ANSI/API RECOMMENDED PRACTICE 17B FOURTH EDITION, JULY 2008	23517
9	Safety Alert From the International Association of Drilling Contractors	21001
10	Operating Instructions for SORVALL®RC-6 Plus Superspeed Centrifuge	13405
11	Memorandum and Articles of Association of Kileen Holdings Limited	15269
12	AVIC XI'AN Aircraft Industry (Group) Company Ltd (XAC) Request For Information RFI-MA700-014 Q112261 Fuel Tank Inerting for the MA700	34060
13	Rotary Hearth Furnace Erection Manual	4651
14	Longwall Equipment Technical Specification	3855
15	IBM® System Storage™ DS5300 90,000 Mailbox Resiliency Exchange 2010 Storage Solution	8729
16	Roads Department of the Ministry of Regional Development and Infrastructure-PROCUREMENT DOCUMENT-Method of Measurement- UPGRADING OF RUISI- AGARA-AGARA BYPASS SECTION OF E-60 HIGHWAY (km95-km114)	17603
17	Calibration System x-cas: x-cam Calibration Management x-cat Calibration Tool	16104
18	Establishing Of Global Technical Regulations For Wheeled Vehicles, Equipment And Parts Which Can Be Fitted And/Or Be Used On Wheeled Vehicles	18178
19	Tender Document For Supply, Installation, Testing And Commissioning of An Integrated Urban Surveillance System For Nairobi Metropolitan Area –Nairobi City Business District (CBD)	21483
20	Guide for Obtaining Cores and Interpreting Compressive Strength Results- Reported by ACI Committee 214	13821
21	Technical Report 090-804500-100 Rev. 0 for Automated Microplate Washer-Dispenser Model: EL406, ELx405S, 405TS Series, 405LS Series	19815
22	Eon™ Microplate Spectrophotometer Operator's Manual	16533