

ZHANG Jingyan

Certified Simplified Chinese Translator

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Education

• **MA in Translating and Interpreting** from Hong Kong Polytechnic University
Graduated 2014

• **BA in English Language and Literature** from Beijing Institute of Technology, Zhuhai
Graduated 2012

Languages & Software

• **English -> Simplified Chinese**
• **Mandarin & Cantonese (Native)**

• **Trados 2021 & WorldServer**
• **MateCat**
• **memoQ**
• **MS Office Suite**

Linguistic Qualification

• CATTI certified translator certificate

(China Accreditation Test for Translators and Interpreters) in 2019, issued by the Ministry of Human Resources and Social Security of China

• TEM-8 certificate

(Test for English Majors, band 8) in 2012 and the TEM-4 certificate (Test for English Majors, band 4) in 2010, issued by the Ministry of Education

• IELTS 7.0 (2012)

Summary

Being an experienced translator by education and successfully completed projects for various translation agencies and clients, I have been CATTI certified to translate from English into Simplified Chinese translator by the Ministry of Human Resources of China, with a Master's degree in Translation & a Bachelor's degree in English literature and translation studies.

Growing up in Guangdong Province, China, I am a native speaker of Mandarin and Cantonese. I developed professional communication and problem-solving skills when I worked at a renowned translation agency before as a project coordinator, which I believe will well translate into my translator role.

Translator Experience

Freelance Translator

Aug 2017 – present

Area of expertise & Project Examples

- Marketing (technical):

Have been working with a public listed manufacturer to translate their technical/marketing whitepapers, press releases and user guide into Simplified Chinese.

- Hospitality:

Being an active translator/proofreader in the preferred linguist team for an ongoing website localisation project for a famous accommodation booking brand. Successfully translated and reviewed more than 70,000 words so far.

- E-learning:

Experienced in translating online e-learning projects, management, staff training, and job-related content for several clients via translation agencies.

- Beauty & cosmetics:

Worked with a clinical skincare brand, translated content regarding manual, instructions, product descriptions and advertising copy.

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Career History

Executive Assistant and Translator

The Chinese University of Hong Kong, Shenzhen, China

July 2016 – July 2017

Worked at the HR office to perform daily HR-related tasks, including translation, interpreting, and coordination with recruitments.

- Translated and proofread English contracts and HR-related documents into Chinese, including manuals, leaflets, recruitment job descriptions for colleagues' reference
- Handled foreigners visa applications, including daily email communications to confirm details, translated all relevant documents into Chinese, formatting translated documents
- Accompanied foreigners to fieldwork that requires English to Chinese interpreting

Translation Project Coordinator

TransPerfect, Shanghai, China

March 2015 – March 2016

Worked with the global team to deliver over 800 projects in 12 months, totalling 500,000 words approximately. Reviewed translations and language reports and fixed linguistic QA errors with the vendor team. The clients and team members were happy and positive about my overall performance.

- Reviewed translation files and client feedback and sought ways for improvement
- Liaised with the project lead to get a full briefing on the upcoming projects and took the ownership to manage projects till the final delivery
- Collated, established and managed a brand-spec glossary from scratch
- Provided proper feedback to linguists and vendors in a helpful and effective manner
- Worked closely with the internal team to meet project deadlines

Translator (Internship)

Magic Fun, Shenzhen, China

April – July 2012

Collaborated with colleagues to translate an internal textbook from English to Chinese.

- Created a glossary and Performed background research and collated reference
- Adopted a tone of voice that best suited the children as the target audience
- Discussed with colleagues and troubleshooting linguistic issues

References available upon request.
