

JIXIANG MA

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Professional Summary

Detail-oriented English/Chinese Translator with more than 12 years of experience. Demonstrated success in providing a wide range of translation services. Focused Translator with highly developed understanding of English/Chinese language and culture. Skilled in quickly and accurately translating documents written in English or Chinese. Successful at maintaining meaning, flow and specific characteristics of original words when translating documents.

Skills

- Proficiency in CAT tools, including Trados
- Self-motivated, responsible and responsive
- Detail-oriented
- Excellent comprehending & learning abilities
- Clear communicator of complex ideas
- Identifying problems

Work History

Part & Full-time Freelance Translator 07/2010(part) -05/2017(full) - Present

ProZ, Upwork, PeoplePerHour, Freelancer, TranslatorsCafe, Guru, Fiverr, Voices, Rev – remote

Totally, I have translated over 14M words as a part and full-time freelance translator for English and Chinese pair. 99%-100% of the reviews I got from my employers on the above- mentioned workplaces are great five-star ones.

IT Translator 06/2015 to 05/2017

Lionbridge Global Solutions Technologies – Beijing, China

- Translated written documents between English and Mandarin Chinese; could translate 2,500-3,000 English words per day.
- Attended training programs to improve professional knowledge and interpretation skills.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts and translate appropriately.
- Managed quality assurance program including on site evaluations, internal audits and customer surveys.

- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Worked with Manager to resolve any related problems, improve operations and provide exceptional customer service.

Senior Translator

08/2013 to 05/2015

Beijing Celestone IT Co., Ltd. – Beijing, China

- Translated various written documents between English and Mandarin Chinese; could translate 2,000-2,300 English words per day.
- Mentored intern translators, including teaching internal professional development courses and reviewing final project materials.
- Trained new hires on company-specific translation standards, including proper handling of proprietary material.
- Provided review and verification of translation work as required, including materials created by third-party translation services.
- Monitored social media and online sources for industry trends.

Course Consultant & Translator

04/2012 to 07/2013

Shanghai GiffEducation Inc. – Shanghai, China

- Collaborated with administrators to determine course objectives.
- Negotiated contracts and delivery plans with vendors.
- Reached out to vendors to evaluate available curriculums and associated materials.
- Teamed with subject matter experts in evaluation and revision of training tools in order to continually improve learning platforms.
- Worked closely with instructors to prepare online materials, content, and tools to facilitate training globally.
- Prepared relevant SRM documents in conformance with Safety Management System (SMS) order.
- Effectively implemented best training practices and adult learning principles in planning and creation of instructional materials.
- Developed team communications and information for regular meetings.
- Assisted students who apply for overseas universities translating, writing and revising their application letters and gave appropriate suggestions.
- Provided feedback to students' parents on school performance to ensure barrier-free communication between the school and the students and their parents.
- Helped the company translate various documents as a professional translator, including various courses, educational programs, website, etc.

Medical Translator

10/2011 to 03/2012

BeiGene – Beijing, China

- Regularly participated in a number of learning sessions on how to become a great medical translator.
- Discussed with other translators on some professional glossaries and their usage commonly seen in the medical industry.
- Translated various medical-related documents, including academic papers, articles, reviews, and many more. These documents covered a variety of diseases, including heart disease, cardiovascular disease, Alzheimer's disease, modern medical technology and methods, manuals of medical devices, artificial intelligence and modern medicine, etc.
- Could translate 2,000-2,200 English words per day.
- Effectively communicated with internal stakeholders, professionals and colleagues to ensure high quality translation.
- Responded in a timely and professional manner to any query concerning translation.
- Replied to the updated messages concerning medical document translation with external translation service providers to ensure the quality of deliverables.

Translator Intern

07/2010 to 07/2011

Translation Services Singapore – Singapore, Singapore

- Participated in intensive professional training program on translating written documents.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Completed final projects by translating proprietary scientific study materials, including procedures, observations, methodologies, and results.
- Briefed translated materials to foreign counterparts via email.
- Completed backlog of written translations and entered information into digital database.
- Received "Outstanding Employee" recognition.

Education

Bachelor of Arts: *English Language and Business Culture* (also majored in Law)

06/2010

Shandong University - Jinan, Shandong

- Member of Chinese Chess Club
- Received "First-class Fellowship for Undergraduates of Shandong University 2018"
- Graduated in Top 5.5% of Class
- Awarded the honorary title of Outstanding Graduates of Shandong Province, China

Affiliations

- Translators Association of China
- Jinan Cycling Lovers Society

Additional Information

(1) Besides working as a professional translator at the above companies, I also have translated a huge number of documents in my spare time which involved mobile app, agriculture, aviation, biology, blockchain, business, car, chemistry, cryptocurrency, culture, database, engineering, environment, fashion, Fintech, fitness, law, literature, machine, marketing, medicine, movie, poetry, property, travel/tourism, software, wine, etc. Some of these documents even come from some original or indirect employers, including Motorola, Nokia, HP, Intel, Microsoft, Bank of China, ZTE, Cisco, Huawei and etc.

(2) In addition, I have an amazing recording studio. We have dozens of excellent voiceover talents who'd use professional equipment to provide you with the best voiceover/subtitling/captioning/dubbing services.

Books Translated

1. The Cryptic Lines
2. A Nest of Vipers: Ruritanian Rogues, Volume II
3. Under Suspicion
4. A Looming of Vultures: Ruritanian Rogues, Book 1
5. The Black Talisman
6. A Shroud of Darkness: Ruritanian Rogues Series, Book 3
7. Ruritanian Rogues: Volumes 1-3
- ...
- (To be published)