



# Jonathen Zhang

## Private Info

- 1990.11.30
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- Songjiang District, Shanghai, China

## Certificate

### Language :

Pass: TEM-8,CET-6

**Computer : proficient**  
word、excel、PPT and other softwares

### Other abilities :

Program management



## Education

- 2014.09~2017.03 **Shanghai University of International Business and Economics** **Master of Translation** **Master Degree**
  - ∅ **Main Courses** : Computer Aided Translation,Advanced English, Practice of English-Chinese Translation
- 2010.09~2014.07 **Huanghuai University** **Business English** **Bachelor Degree**
  - ∅ **Main Courses** : International Business Letter Writing,Practices of International Trade,College English



## Work

- 2017.03~2018.06 **Shanghai Roewe Limited Company** **Technical Writer**
  - ∅ Responsible for designing and writing user manual
  - ∅ Responsible for designing and writing product manual and description
  - ∅ shot videos for product using
- 2018.06~now **Kunshan Soto Model Technology Company** **Senior Translator**
  - ∅ Translating user manual and product description
  - ∅ Business negotiating with foreign people
  - ∅ Responsible for foreign trade with foreign clients



## College Experience

- 2014.09~2016.10
  - ∅ After finishing 20,000 words of assigned work required by University, I also finished another 330 thousand words.
- 2015.03~2015.06 **Trnaslate book Guide to Mounting** **Translator**
  - ∅ Responsible for communicating and assigning tasks to different members
  - ∅ Responsible for extracting terms from articles and translating 10 thousand words of articles
  - ∅ Proofreading articles of 80 thousand words and other tasks



## self-evaluating

- ∅ Loving life and self-control,be patient about tasks assigned by clients
- ∅ Good communication skills and team working ability.
- ∅ Integrate into the team quickly