



Language Pair
Services

Working Fields

He Jian (Ken Ho)

Freelance Translator & Interpreter

 Hangzhou, China  kakenkun  jian.ho@qq.com  +86 134 5681 4394

- ❖ B.A., English language major background
- ❖ With 8 years' experience of both in-house and freelance translation, I provide all my clients with reliable and professional translation services

English <> Simplified Chinese

Translation Interpreting Proofreading & Editing Desktop Publishing

- Law (general), contracts, agreements, norms and standards
- Marketing, Business, Corporate management and communications
- Materials - rubber, plastics & steel, Automotive/Car & Trucks, Material Handling
- Mech Engineering, Manufacturing Engineering, Machinery
- Civil Engineering, Real Estate, Themed Entertainment, Leisure & Tourism
- Information Technology, Technical, International Trade, Logistics, etc.

Japanese to Simplified Chinese translation service is also offered in the fields of legal, marketing and leisure & tourism.

Working Experiences & Past Projects

Freelance Translator

Here below is a quick brief of some typical projects I've translated since August 2012 when started to work as a full time freelance translator:

- ✧ Tobacco production and investment in Canada, - legal, contracts and agricultural;
- ✧ On-site translation and interpreting services for NSK China - automotive, power steering and mechanical manufacturing;
- ✧ Maritime related normative documents and standards involving MLC 2006, DMLC, ISPS, WCMS, MEPC, etc. on a long term basis;
- ✧ HR outsourcing brochures;
- ✧ Material handling equipment manuals;
- ✧ Torque Instrument manuals;
- ✧ University prospectus and marketing documents on a long term basis;
- ✧ Android and Windows Phone game app localization;
- ✧ Business agreements, contracts and communications & media reports;
- ✧ Medical services and healthcare related website localization;
- ✧ Corporate publications, press releasing, new product flyers and brochures with copy writing level on a long term basis.

Project Coordination Manager & Secretary of the Board

Zhongyi Group Co., Ltd (Real estate development & Tourism)

- ✓ Project coordination of Monkey King Dream World theme park project, involving coordination and managing of planning and designing consultants for theme park and hotels, market research, tendering and bidding, and project team buildup.
- ✓ Secretary of the Board of Zhongyi group with a role of managing the operation of the Board, research of corporate strategies, especially on commercial property development, tourism and tourist destination development, theme park and hospitality industry operation as well as web game development.
- ✧ Translation of all sorts of documents, feasibility and research reports and marketing involving

Aug. 2012 - now

Jan. 2011-Aug. 2012

tourism, entertainment, hospitality, theme park planning and design.

Mar. 2007-Dec. 2010

Translator & Interpreter, GM Assistant, Project Coordinator

Renold Hangzhou Co., Ltd (manufacturing, Renold is a UK based public company)

- ✓ Translation and interpreting for programme of acquisition and integration of a local Hangzhou manufacturer into Renold group.
- ✓ Daily management and operation of the acquired company as an Assistant to the GM from Renold.
- ✓ Translation and interpreting of daily management meetings, reporting, communications, etc.
- ✓ Coordinating and managing projects such as product and manufacturing capability transfer, capital investment, customer engagements, marketing, HSE improvement, lean production, quality improvement, and etc.

✧ Translation tasks and projects involved corporate acquisition and integration, capital investment, manufacturing engineering, mechanical engineering, machinery, IT and Lotus Notes database localization, management reporting and communications, quality management, lean manufacturing, HSE and etc.

Mar. 2005-Mar. 2007

International Sales & Marketing

Boom Special Rubber Co., Ltd (manufacturing)

- ✓ Key account sales & customer interfacing
- ✓ International market development & marketing
- ✓ In-house translation and interpretation

✧ In-house translation and interpretation for all sorts of documents and meetings involving legal affairs, contracts, marketing, copywriting, logistics, material specifications & drawings (rubber, plastics, steel and tooling), quality management system, customer audits, manufacturing standards.

CAT Tools & Software

SDL Trados 2007 SDL Trados 2011 Passolo 2011 MemoQ
Indesign Illustrator pagemaker photoshop Coreldraw

Education & Training

- Graduate of Sichuan International Studies University (2000-2004), major in English, and minor in Japanese, Bachelor of Arts in Foreign Affairs Administration.
- Certified as College English Teacher for students learning English as second language (2005).
- Certified as HR management specialist after a half year training (2009).
- Currently in the process of preparation for CPA (Certified Public Accountant) examination.