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| Lihong (Joanne) Xuan  🖃 joannexuan9@gmail.com  🕽 347-574-7508  Birthplace: Guangzhou (Canton), China  Current residency: Brooklyn, NY 11220  Status: Green Card holder | | | |  | | |
| C:\Users\Administrator\Desktop\1486441085_Photo Shop.png Experience | | | | | | |
| ****Translator/Program Assistant**** | | C.A.R.E.S. | | | | 09/2018~10/2018 |
| - Interpreted psychological evaluations to Individuals with mental disorder, their guardians and psychologists for qualification of OPWDD service. - Translated English documents into Chinese as requested. - Conducted surveys of service satisfaction via calling to guardians. - Conducted pre-session intakes. - Helped coordinate the session schedules. | | | | | | |
| ****Cantonese/Mandarin Interpreter**** | | Language Today | | | | 06/2018~current |
| *(contractor)* Interpret for on-site doctor–patient sessions at private practices. | | | | | | |
| ****Cantonese/Mandarin Interpreter**** | | Just Interpretation | | | | 04/2018~09/2018 |
| *(contractor)* Interpreted for on-site doctor–patient sessions in medical venues mainly affiliated to NYU and Mt Sinai, including regular visits, pediatric/adult physical and occupational therapies, pediatric psychological evaluations. | | | | | | |
| ****Cantonese/Mandarin Interpreter**** | | thebigword | | | | 01/2018~current |
| *(contractor)* Interpret for on-site assignments ordered by public schools, including teacher–parent sessions about students’ academic performance, psychological evaluations of student, sight translation of exam paper for teacher scoring. | | | | | | |
| ****Cantonese/Mandarin Interpreter**** | | Fluent Language Solutions | | | | 12/2017~current |
| *(contractor)* Interpret for on-site doctor–patient sessions in medical venues within NYC including hospitals and private practices. | | | | | | |
| ****Cantonese/Mandarin Interpreter**** | | NOVA Medical, Pllc | | | | 03/2017~05/2018 |
| *(contractor)* Interpreted for medical providers’ visits to Chinese senior patients dwelling in Brooklyn and Chinatown; picked up elementary medical knowledge about diseases and devices in the process; encountered different situations between healthcare providers and patients. | | | | | | |
| ****English Translator**** | Guangzhou Playhut Co., Ltd *(China)* | | | | | 08/2015~11/2016 |
| Translated correspondences between US crew and China team, including feedback and replies for Design, Website and Gaming groups, design instruction of the company’s products, other documents including contract and daily reports of China team; helped refine English wording for website as requested. | | | | | | |
| ****English Translator**** | Guangzhou Europe-China Pictures Company Ltd *(China)* | | | | | 07/2014~05/2015 |
| Translated written files including 8 titles of movie script, text, contract-form documents and emails relating to anime 3D post-production between foreign teams and China team. Also attended in some Sino-foreign meetings and assisted in admin work. | | | | | | |
| ****English Copy-editor**** | Toppan Best-set Premedia (Guangzhou) Limited *(China)* | | | | | 01/2011~12/2013 |
| Copy-edited and collated medical articles supplied by professionals to format standardization before publishing according to detailed style sheets from publishers. | | | | | | |
| C:\Users\Administrator\Desktop\1486441085_Photo Shop.pngEducation/Course | | | | | | |
| Zhuhai Campus of Beijing Institute of Technology, Guangdong, China | | | | | | 09/2006~07/2010 |
| Major: English | | | Degree: Bachelor | | |  |
| Verified educational certificates: <https://drive.google.com/open?id=1X8UECGsm9Y3yX8sic5-AWvFTNIjt1PJW> | | | | | | |
| Medical Interpreting Training School | | | | | 09/2017 | |
| 40-hour Medical Interpreting Training (online study) | | | | |  | |
| Certificate: <https://drive.google.com/open?id=0B-Biygah9RyeUWtEMl81UDdTekk> | | | | | | |
| C:\Users\Administrator\Desktop\1486441085_Photo Shop.png Miscellaneous | | | | | | |
| Skillful in using Word and good at PowerPoint and PDF software. Used MemoQ and understand how CAT accelerates translation, especially for documents full of terminology. | | | | | | |
| About me: | | | | | | |
| I moved to New York from Guangzhou (Canton), China about two years ago. In my hometown I have over five-year experience as a linguist, English translator and copy-editor, which enabled me to upgrade translation skills and develop sensitivity to detail to tackle the linguistic nuances.  Since immigration my vision has been broadened a lot by doing on-site/in-house interpretation for medical and educational sessions, which require patience, witty reaction and colloquial flexibility since interpreters tend to encounter subtle interactions between different parties. The jobs also help me expand my knowledge about the US medical system and relevant terms. Previously I finished an online 40-hour Medical Interpreting Training that gave me a general understanding about Code of Ethics, human anatomy and common medical terms, which is significantly beneficial.  In the daily life I never stop improving my English to be a better linguist; hopefully I can apply all my knowledge to more challenging practice by utilizing my mixed experience as translator and interpreter. | | | | | | |