Yi-Ching Chou

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Dist., New Taipei City 235, Taiwan

BASIC DATA:

Date of Birth: July 14, 1977	Sex: Female
E-mail: yiching_xlator@yahoo.com.tw	Phone No.: 886-910339714 (Taiwan)
Skype: yiching_xlator	**Language pair: English to T. Chinese**
	Daily output: 2000 words

QUALIFICATIONS:

- **Over 10 years translating/proofreading/editing experience.**
- **Over 3 years project management experience.**
- Over 3 years administrative support experience.
- Native Chinese speaker.
- Good command of both written and spoken English.
- Strong Computer skills and a quick learner.
- Organizational, analytic and administrating skills.
- Able to prioritize and complete multiple tasks.
- Self-motivated and independent.

EMPLOYMENTS:

2008/05 – present **Freelance translator**

2005/05 – 2008/05 **Elite Translation Co., Ltd.** Project Leader

- Managing L10N projects from beginning to end including analyzing document, assigning translators, arranging reviewers/proofreaders, solving problems of translation, updating status report, preparing billing/closing data, improving working process.
- Instructing translator/reviewer with translation tool functions.
- Proofreading final output to ensure product quality and accuracy.
- Being a bridge between client and translator/reviewer.
- Translating/reviewing/proofreading all kinds of documents.

2001/09 – 2005/05 **Marketech International Corp.** Senior Secretary

- Importing/exporting equipment from Germany to Taiwan/Mainland China.
- Supporting Vice President/Director with daily work.
- Maintaining ISO documents.
- Translating User Manuals, Operation Procedures.

LOCALIZATION EXPERIENCE (English -> Traditional Chinese):

- Project Management
  - IBM Website localization, Tivoli/WebSphere/Lotus series software localization, ThinkCentre/ThinkPad Online Help, User Guide, Quick Reference, Hardware Replacement Guide, Service and Troubleshooting Guide, Safety and Warranty Guide (Avg. 100,000 words/per month, 2005/05 – 2007/04)
  - Barclays FX Weekly (Avg. 20,000 words/per month, 2006/01 –2007/04)
  - Other software, website, product brochures, news… (Avg. 20,000 words/per month, 2005/05 –2007/04)
  - AutoCAD® Architecture, AliasStudio, AutoCAD Map 3D webpage localization (20,000 words, 01/26/07~02/02/07)
- Reviewing/Proofreading
  - IBM PartnerWorld news, Building an Edge financial report, training materials, marketing materials, case studies, Website localization, FT news, product brochures, Tivoli series software localization, ThinkCentre/ThinkPad Online Help, User Guide, Quick Reference,

Hardware Replacement Guide, Service and Troubleshooting Guide, Safety and Warranty Guide (2005/06 – present, Tool: SDLX, IBM TranslationManager)
- Barclays FX Weekly (volume: 4000~ 5000 words/per week, 2006/01 – present)
- Corel PSP 10 UI (volume: 90,000 words, Tool: Catalyst)
- Polycom HDX User Guide, Administration Guide, Quick Tip (volume: 20,000 words, Tool: Logoport)
- JVC Wide LCD Panel TV (Tool: Trados)
- PC Tel Html Help and Doc (Tool: TagEditor)
- INFICON Website localization (Tool: Trados)
- Citiwidgets Case Study (Tool: Trados)
- Hartford world Offering Statement (Tool: Trados)
- JPMorgan Chase web-based financial report application (Tool: IBM TMwin)

- Translation
  - IBM RSS Remote Management Agent V2
  - IBM Sales Support Information Webpage)
  - AutoCAD® Architecture, AliasStudio, AutoCAD Map 3D webpage localization
  - AutoDesk Software User Guide, Marketing documentation
  - Intel Vmware Solutions Summit 2007 report
  - Intel Distributor Promotion ad.
  - HP Websites, user's guide, marketing materials
  - Yahoo! Mail system Help, website content localziation
  - PC Tools product, website content
  - IBM Tivoli OMEGAMON XE on z/VM and Linux 4.1.2 Software localization
  - IBM GTS web content
  - Microsoft standard of business conduct
  - Scania product description

Adaption EXPERIENCE (Simplified Chineses -> Traditional Chinese):
- Youzu Ice and fire app and websites game
- Huawei EMUI product

INTERNALIZATON EXPERIENCE (English -> Multi languages):
- Project Management
  - Ulead DVD MovieFactory 4.8 (volume: 36,000 words, English->Swedish, Italian, Spainish, Dutch, Korean)
  - Ulead VideoStudio 10 (volume: 15,000 words, English -> Dutch, Euro-Portuguese, French, Italian, Germany, Japanese, Korean, Simplified Chinese, Traditional Chinese)

EDUCATION:

1999/08 – 2001/07	B.A.	Wenzao Ursuline College of Language, Taiwan Major: Translation
1995/07 – 1997/06	A.A.	Van Nung Institute of Technology, Taiwan Major: Information Management

COMPUTER SKILLS:
- **Windows** Windows OS, MS Office
- **Translation Tools** Trados, TagEditor, SDLX, SDL Insight, IBM TranslationManager, Corel Catalyst, Logoport
- **Others** FrameMaker, Visual Foxpro, PhotoImpact, PhotoShop, Dreamweaver, Director

PERSONALITY AND INTERESTS:
- Optimistic, open-minded, self-motivated, Responsible & Reliable
- Interests: enjoying learning, reading