

# Joyce Y. Zhou

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I am a native speaker of both Japanese and Chinese. My mother is Japanese and my father is Chinese, and I was raised in Japan until 5 years old and have been living in China ever since. I am fluent in **English, Japanese, Mandarin**, and also have excellent communication skills.

In **2006**, I started to do translation as a part-time job. Ever since I have been working with several leading translation agencies in Tokyo, Shanghai, and Taiwan. In 2011, I decided to start my career as full-time freelance translator.

## Specializing in the following fields:

Business / Commerce, Architecture / Urban Design, IT / E-Commerce / Internet, Computers (General), Cosmetics / Beauty, Mechanics, Patent, Medical, Technical / Localization, Human Resources, Linguistics, Literature / Poetry.

## Providing QAQ Services: (Quality, Affordable, Quick-response)

**Translation:** Japanese ↔ Chinese / Chinese ↔ English / Japanese ↔ English

**Proofreading:** Chinese or English → Japanese / Japanese or English → Chinese

**Transcription:** Japanese ↔ Chinese / Chinese ↔ English / Japanese ↔ English

**Editing and revision / Cultural consulting services**

## LANGUAGE CERTIFICATES

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- ◆ EF English Intermediate Business Interpretation Training Certificates, 2009
- ◆ CATTI Level III Qualification Certificate of Japanese Interpretation(China Aptitude Test for Translators and Interpreters), 2008
- ◆ 109 points of TOEFL iBT (Internet Based Test) , 2007
- ◆ JLPT Level 1 (Japanese Language Proficiency Test Level 1), 2005
- ◆ J.TEST Level B, 2004

## EDUCATION

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Sep 2006 - Jun 2009 **BEIJING FORESTRY UNIVERSITY** **M.E.** in Urban Planning  
Sep 2002 - Jul 2006 **ZHEJIANG UNIVERSITY(China Rank #3)** **B. E.** in Landscape Design

## EMPLOYMENT

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Nov 2011 - **FREELANCE TRANSLATOR** for 2 years

Jul 2009- Nov 2011 **AGER GROUP**, Beijing Office

- ◆ Interpretation and documents translation between English and Chinese.
- ◆ Project management. Assess client needs, plan and implement projects.

## TRANSLATION EXPERIENCE(words):

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- ◆ Japanese → Chinese
  - 1,300,000 of Fashion related magazine;
  - 320,000 of Novel; 150,000 of Catalog;
  - 200,000 words of Setup guide/System guide;
  - 120,000 of Company pamphlet;
  - 110,000 of Annual Securities Report
  - 100,000 of Business strategy book;
  - 70,000 of Tourism Guide;
  - 27,000 of Procurement specification;
- ◆ Chinese → English
  - Interpretation for design presentation;
  - 55,000 of Fashion related Catalog;
  - 65,000 of Company Homepage;
- ◆ English → Japanese
  - 110,000 of Patent documents/ Claims;
  - 72,000 of Company Homepage;
  - 21,000 of App info; 94,000 of Catalog;
- ◆ Chinese → Japanese
  - 138,000 of Specification document;
  - 120,000 of Tourism Guide;
  - 82,000 of Sports Interview/Sports Magazine;
  - 60,000 of Company pamphlet;
  - 53,000 of Online shop catalog;
  - 20,000 of Online game;
- ◆ English → Chinese
  - 470,000 of Fashion related magazine;
  - 300,000 of Medical experiment report;
  - 100,000 of Design notes;
  - 58,000 of Romance fiction;
  - 35,000 of Company Homepage;
- ◆ Japanese → English
  - 61,000 of Fashion related documents;
  - (Booklet, presentation, guides, etc.)

## SKILLS

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- ◆ Master user of SDL Trados, Lingoos
- ◆ Master user of MS Word, Excel and PowerPoint, Adobe Acrobat Professional
- ◆ Master user of AutoCAD, Photoshop, Sketch Up, Painter, Illustrator etc.