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Profile

As a document translator, proofreader and subtitler, expertise in technical, engineering, health care and business areas, with university background of Civil Engineering and Cambridge ESOL level 1 and 2 certificates. Overseas work experience and more than 5 million words translation, editing, proofreading, subtitling, MTPE and annotation experience with top international companies including Google, Mastercard, American Express, Bosch, Qualtrics, Northrop Grumman and Oracle which have high requirement for translation. With my engineering background, mainly work on technical assignments, including safety documents for mechanical, medical and chemical procedures, from Fuji Oil, Bosch and other international companies. Master skills in Trados, MultiTerm, memoQ, MateCat, Tstream Editor, Smart CAT, Photoshop, Premiere Pro, Aegisub, Subtitle Edit, and AutoCAD. Familiar with IBC, ACI code, BS standard and FIDIC CONDITIONS. Currently, a part-time translator/editor of Logrus IT, Rev, BIG LANGUAGE SOLUTIONS (health insurance contents), TransPerfect, JONCKERS, CMM Languages (India), Appen, CCJK, Locustech, MotaWord, Lotus Localize, Andovar, Verbolabs, Wordslead, TALKING CHINA Shanghai and Shenzhen, Shanghai FBC, and Shenzhen BOWEN.

Work Experience

1/2012—Present
Freelance translator/subtitler/editor
Description:

Freelance document translator, proofreader and subtitler. Expertise in technical, engineering and business field, with experience of more than 5 million words translation and editing. Master skills in Trados, MultiTerm, memoQ, MateCat, Tstream Editor, Smart CAT, Photoshop, Premiere Pro, Aegisub, Subtitle Edit, and AutoCAD. Currently, a part-time translator/editor of Logrus IT, Rev, BIG

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1/2008—1/2012
Structure Designer and translator, URC (HONGKONG) GUANGZHOU OFFICE (a company in construction sector)
Description:

Engineering design and document translation. English as working language. Main responsibilities: engineering design and construction drawing making, preparation of relevant document.

11/2006—8/2007
Designer and translator, OCEAN DYNAMICS CHINA (an American company in construction sector).
Description:

Building structure design for American project under guidance from our American headquarters. Acting department team leader of Shenzhen office. Achievements as following:

1. Work in mechanical analysis and drawing-making for periphery pre-concrete panels of project Parking Garage. Translation of technical documents. Responsible for technical communication with the headquarters.
2. Provide training to newly joined graduates on English Staad-Pro and AutoCAD, etc.

3/2006—8/2006
Engineer and Translator, BEIJING CONSTRUCTION ENGINEERING GROUP
Description:

Project Hilton Hotel in Ulaanbaatar, Mongolia. The project had Czech design consultants, architects from Czech, structural designers from Singapore and M&E designers from a foreign company in Beijing. The project design is in conformance with BRITISH STANDARD, with English as working language in construction.

My major responsibilities as the following:

1. Translate construction drawings into Chinese and

their interpretation to technicians.

2.Communication with designers on design issues.

3.Participation in METHOD STATEMENT compiling.

4.Responsible for DAILY REPORT of site work.

Achievements:

1.Translation of the construction drawings and structural specification.

2.Translation of the design-construction-concerned BS (BS4449, BS8110, BS5328) and their interpretation to the technicians.

3.Translation of the material test report.

4.Complete the QCP TEST PROCEDURE and structural calculation for tower crane foundation on the site.

5.Participation in compiling of METHOD STATEMENT, such as reinforcement and concrete work. (In both English and Chinese).

Education

University: South China University of Technology, Guangzhou of China

Degree: Bachelor in Civil Engineering, Cambridge ESOL level 1 and 2 certificates