

C.V

Localization Specialist

(English<=> SIM CHI & TRA CHI)



English Name: Helen

Birth Place and Date: Guangdong, China; 10th, April, 1981

Gender: Female

Full residential address: Room 2601, Tower 13, ZhongHai WenHua XiAn, 23 HeYuan Road, ChanCheng District, Foshan, Guangdong 528000

Full education details:

1. South China Normal University, Department of Economics, 2002 (4 years university course, textbooks are mainly in English – Bachelor of Economics)
2. South China Normal University, Department of Political and Administrative Sciences, 2002 (second Bachelor's degree, 4 years university course, textbooks are mainly in English – LLB)
3. Haikou College Of Economics, Major in Portfolio Management, 2000 (2 years junior college)

Certificates:

- 1) Translator at Level I verifiably certified by CATTI (a national effort aimed at rectifying a service market with strikingly diverse qualities introduced as recently as late 2003. Level I is the highest level.)
- 2) Certificate of Mandarin Oral Examiner (Oral Mandarin Test is the only national examination held to test Chinese people's proficiency in oral mandarin);
- 3) Certificate of English Examiner for CET 6 Test (CET: National College English Test, an English test which has the most examinees in the world);
- 4) ACCD - Adobe China Certified Designer
- 5) National Computer two;

Mother Tongue: Chinese (Simplified Chinese), Cantonese

Daily Capacity: Can translate 4,000 source words a day and edit 8,000 source words a day

Can copywrite around 2,000 words a day in Chinese (original articles)

Can transcribe 2-3 audio hours per day

Fields of expertise:

I work in a variety of fields which include Finance, Business, Marketing, IT, Computer (General, Hardware, Software, Systems, Networks), Medical (General , Instruments, Healthcare), Cosmetics, Automation, Automatic Control, Electrical, Electronics, Telecommunications, Automotive, Environmental, Manufacturing, Human Resource, Journalism, Food & Beverage, Tourism & Hotel, Law (General, Contract, Agreement, Copyright, Trademark, Regulations, Rules), Technology,

Technical, General, etc.

Related Skills:

Be skilled in SEO (Search Engine Optimization), website design, planar design; High Sinology attainment, be good in Chinese calligraphy and Chinese literature, know well about Chinese history, Chinese culture and Chinese literature, Chinese music, won many prizes in calligraphy competitions and literature competitions, can play many Chinese instruments such as Dizi and Xiao; Moved from Sichuan to Guangdong in August 2000, stay in Guangzhou for nearly 8 years, know Cantonese very well.

Work Experience:

1. Full-time translator, editor and copywriter, July 2006-April 2008: Guangdong Changda highway engineering CO.,Limited

It's a large-scale state-owned enterprise, I was translator, editor and copywriter of their company publications. Finally I left it because I want to be a freelancer and gradually build up my own business.

2. Team leader of BestTranslator

A team of linguists and professional translators who have a strong love for language and have many years of language experiences under our belts. I currently act as Managing Director and project leader for the team. My focus is on continually sourcing new projects, quality control, developing the brand and business, and generally dealing with the day to day operations.

3. Freelance translator of Chinese Business Law Journal (<http://www.cblj.com/>), October 2009-Ongoing

China Business Law Journal will be published 10 times a year (monthly with the exception of combined issues for July/August and December/January) in a fully-bilingual format. I'm the regular freelance English to Chinese translator of it.

4. Full time freelance translator (March 2007-Ongoing)

Working as a regular freelance translator for McKinsey & Company and Interfax China, and many translation companies and agencies. My end clients include IBM, Lenovo, Bank of China, Google, BusinessWire, Haier Group, Kodak, HP, NEC, Pioneer, etc.

5. Subtitle Translator of SDI Media (June 2008-Ongoing)

Working as a regular freelance English to both Simplified Chinese and Traditional Chinese Subtitle Translator for SDI media, it's the world's leading provider of subtitling and language dubbing services to the entertainment industry, I've translated <The.Curious.Case.of.Benjamin.Button>, <The.Mentalist>,<Last Year At Marienbad>,<KungFu.Cyborg.Metallic.Attraction>, < Ruin Explorers Fam and Ihrlie>, etc.

6. Elite Translations Asia. (Nov 2009 –Ongoing)

Freelance translator of Elite Translations Asia, translate financial documents and user manuals for cosmetics companies, as well as their marketing materials and contracts. Typical customers include DBS Bank, POSB, Aviva Ltd, TWG Tea, Ford, etc.

7. VanceInfo Creative Software Co., Ltd. Shanghai, PRC (April 2008 – July 2009) (A Premier Localization Service Vendor of IBM in China)

In charge of IBM website localization, procumbent contracts and license translation, including IBM PartnerWorld, IBM Passport Advantage

websites, and software end user license agreements (EULAs).

8. Freelance translator of Freedman international. (Nov 2011 –Ongoing)

Freelance translator of Freedman international, translate marketing materials and internal training materials for InterContinental Hotels Group.

9. English story and joke translator of Zhejiang juvenile press, mainly during 2007 and 2008

Translate English stories and jokes into Chinese for publishing.

10. Associate editor of South China Internet Times, Guangzhou, March 2001–October 2007

Translate English articles related to e-business into Chinese, edited features and wire copy. Wrote news and features on internet marketing, affiliate marketing, e-business, etc.

Portfolio:

Please refer to the Appendix 1

Computer software:

SDL Trados Studio 2011, Microsoft Windows 7, Office 2003/2007/2010, WinZip, WinRar, Adobe Acrobat 9.0 Professional, Adobe Photoshop CS5, Dreamweaver 8, Illustrator CS5, Tagedit, Subtitle Processor, etc.

Computer hardware:

1. Desktop PC: Lenovo IdeaCentre B520-77452QU desktop Intel Core i7-2600 Processor(3.40GHz 1333MHz 8MB)
2. Notebook PC: Lenovo IdeaPad Y580, 3rd Generation Intel Core i7-3630QM Processor(2.40GHz 6MB)
3. Peripherals: Canon PIXMA MX308 all in one scanner/printer/copier; Speakers; Webcam; Microphone; ADSL 6144 kbps internet connection.

Referees details:

	Name	Organization	Email
1	Kathy	Elite Translations Asia	kathy@elitetranslations.asia
2	Lina Zhang	Sino communication	lina.zhang@sinocommunication.com
3	Kelley Fong	Chinese Business Law Journal	kfong@cblj.com
4	Echo Lu	Freedman international	Echo.Lu@freedmaninternational.com

Address: Room 2601, Tower 13, 23rd Heyuan Road, Chancheng Distric, Foshan, Guangdong province, China

Email: wordbee@live.com

Mobile: +8613570524978

LandLine: +86 (757) 83070377

Skype: gzoutsourcing