

Katherine Xuan Resume



Current Position:

Self-employed

Home & On-site

Interpreter/Translator

June 2016-Present

INTRO: My name is Katherine Xuan, a certified Pro Chinese / English Translator. A Native Chinese speaker, with native-like English proficiency.

EDUCATION: Linguistic B.A. in English translation, M.A. in International Business, an English-taught program (dropped out at the 2nd semester of the 2nd year). In addition, I have accomplished various courses on Coursera, edX and Open2Study including Contract Law, SEO, Website Optimization, Social IMC, Marketing Analytics, Viral Marketing and Contagious Content Writing, Branding, Diagnosing the Financial Health of a Business, Channel Management and Retailing, Negotiation Principles, and Negotiation Strategies from Harvard, Yale and other world-renowned universities.

CREDENTIALS: Certified with TEM-8 Certificate (the highest level of English proficiency for English major students), Shanghai Advanced Interpretation Accreditation and English Tour Guide Certificate.

EXPERIENCE: Full-time translator and conference interpreter for a year; freelance translator and on-site & over-phone interpreter for 3 years.

EXPERTISE: Specialized in gaming, marketing (SEO & IMC), economics, legal, finance, software, music, movie, business, trading, E-commerce (Amazon & Alibaba), investment, finance, literature, certificate, food & beverage, cosmetics, hotel, and tourism translation and interpretation.

CAT TOOLS: SDL Trados 2017, memoQ 2015

TRAVEL TO: China, USA (visa valid for 10 years), South America, Southeast Asia

COMMENT: Responsible, punctual and reliable to work with. High quality, accurate translation guaranteed; satisfaction promised.

References & Feedback:



John Lusa

General Manager at Lortie Aviation, Inc

January 19, 2019, John was a client of Katherine's

Katherine assisted us in meeting with a potential supplier of equipment critical to our operation. She is very professional and knowledgeable and our meeting was a success because of her. I would highly recommend Katherine and hope to use her translation skills in the future.



Alessandro Pavan

OWNER Euroline Industrial Engineering

July 29, 2019, Alessandro was a client of Katherine's

Katherine is a very professional translator with high capacity to understand the situation and so to give the right information for a good negotiation. Thank you Katherine



Gianni Trenti

Business Development
Manager bei Micronel AG

September 23, 2019, Gianni was a
client of Katherine's

We had the opportunity to have Katherine for a full week as Chinese-English Interpreter in the Shenzhen area. We are supplier of electro-mechanical components for medical devices and had several meetings throughout the whole week with existing as well as potential customers. Even though Katherine does not hold a degree in engineering, she picked up the characteristics of our products and services as well as our company philosophy easily and interacted as one of us. She was always punctual and reliable and tremendously helpful in organizing local transportation. She is smart, has style and understands how to interact with customers. She was indeed a great help and we can recommend her services. We are looking forward to working with her again. [See less](#)

mindray 迈瑞

Welcome to Mindray!

mindray 迈瑞





Michael El Khoury

Marketing Sales Director at Biomass Heating Australia

Katherine was my interpreter for ten days during my visit to China. She did a great job interpreting at meetings, factories and dinner tables with confidence and professionalism, which fundamentally facilitated the successful talks with our suppliers. Also, she was very helpful arranging our trips and transportation to other cities. Besides, she is friendly, loyal and smart, someone you can rely on while you are in China.



Ilkka Rahikainen

VP Products at Uros Ltd.

July 14, 2018, Katherine was a client of Ilkka's

Katherine is incredibly professional, reliable, and friendly as an interpreter and translator.

I would very much recommend her to anyone needing an English <> Chinese interpreter or translator. Excellent interpretation & translation, and great communication skills in both languages as well.

Until next time Katherine!





Norbert Jansen

Geschäftsführer bei BARTZ-
WERKE GmbH

November 22, 2018, Norbert was
a client of Katherine's

Katherine was our interpreter in Lijang City this month on business meetings with different chinese business partners of different companies.

It was the first time Katherine was working for us and I can tell that she was the best interpreter we ever had. She was confronted with technical issues as well as with financial issues and she mastered everything in an absolutely perfect manner.

She is focussed on the job on hand all the time and her skills in translating (english-chinese) are absolutely perfect. Of course her english is much better than my english as you can see. She has a great vocabulary and a very good feeling for different situations in a business meeting. She is a person everybody likes at once which can be very helpful in difficult situations, always friendly and helpful.

Furthermore Kathrine is very helpful in organisation of travels and has always good ideas to make working there more easy.

That was surely not the last time we booked her and I hope she will be available the next time we need her.

Thank you very much Kathrine for the great job you did for us.

With best regards

Norbert Jansen

General Manager
Bartz-Werke GmbH , Germany



Oct
30,
2018



Sam White (Pine Manor
College)

Comment: Katherine did a great job in translating our materials from English to Chinese. I would definitely work with her again.

You can enter a short reply:

Enter your reply (max 200 char.)

Reply

Jul
04,
2018



Basit Ijaz

*** [Basit Ijaz](#)
Avg. LWA **5** (2 entries)

Comment: Katherine is fast and friendly. A true professional :)

You can enter a short reply:

Enter your reply (max 200 char.)

Reply

Feb
20,
2018



trancelance

*** [Trancelance Services](#)
Avg. LWA **4.8** (19 entries)

Comment: Professional! Totally apt to work on all translation projects. Highly commendable.



You can enter a short reply:

Enter your reply (max 200 char.)

Reply



ASAPvertimai

May 31, 2018

Average WWA rating given: **5.00**
(2 entries)

*** [ASAP vertimai / ASAPvertimai](#)
Avg. LWA **5** (2 entries)

PINNED FEEDBACK

Very professional translator. Flexible, reliable. She delivers high quality on time.



...You can enter a short reply

Feb
27,
2018



(LexPress International)

*** [LexPress International](#)
Avg. LWA **5** (22 entries)

Comment: Reliable, on-time delivery, reasonable rate and detail-oriented. Good communication and pleasure to work with.



You can enter a short reply:

Enter your reply (max 200 char.)

Reply

Jun
08,
2018



mn3cac

*** [Lingomez Ltd](#)
Avg. LWA **5** (20 entries)

Comment: Fast communication, great service. Look forward to future projects.

You can enter a short reply:

Enter your reply (max 200 char.)

Reply

Mar
08,
2018



Pawel Janicki

Average WWA rating given: **5.00** (1 entry)
*** [Say OK Translators | Interpreters / Pawel Janicki](#)
Avg. LWA **3.8** (6 entries)

Comment: Very good. Professional, accurate and on time.



Private comment: Thank you very much.

You can enter a short reply:

Enter your reply (max 200 char.)

Reply

Translation

Aug
30,
2017



Jobs at GTL

*** [GTL Media / GameScribes](#)
Avg. LWA **4.3** (13 entries)


Comment: Katherine has completed multiple projects for us under very tight deadlines. Additionally, she has received excellent feedback. 10/10 will work with again!

You can enter a short reply:

Enter your reply (max 200 char.)

Reply

Jun 11, 2017



utstranslators


*** UTS Translation Services / Universal Translation Services / Universal Translation Company

Comment: Good time commitment with speedy turnover. Very professional translator. Highly recommended.

You can enter a short reply:

[Reply](#)

Jun 24, 2017



VLAD SHVETS

*** TRANSNATION LANGUAGE SERVICES / EUROLOGOS-CYPRUS / INOSTA


Avg. LWA **5** (14 entries)

Comment: Prompt, professional and orderly delivery. Well done!

You can enter a short reply:

[Reply](#)

Jul 01, 2017



CollectText

*** Deepti Sharma / Collect Text

Avg. LWA **5** (1 entry)

Comment: Professional, fast and clear communication, Quality translation with layout before the deadline. Recommended translator

You can enter a short reply:

[Reply](#)

Career Summary

Vomachtech Limited

Advertising Sales Director

Shenzhen, Guangdong, China

September 2015- June 2016

Vomachtech Limited is an international trading company, headquartered in Shenzhen, China.

I was in charge of the sales department. I was doing SEO writing for product introduction on Amazon.com, translating / proofreading manuals of our consumer electronics. I was responsible for partnering with online influencers, YouTube bloggers,

reviewer groups for endorsement; running ads on Facebook, Google, Instagram, Slickdeals, Dealmoon, Fatwallet, etc.; market research for our ODM products.

Asif Rice Mills

Shenzhen, Guangdong, China

Conference Interpreter

June 2015-September 2015

Asif Rice Mills is a transnational rice exporting corporation and I was working at its Shenzhen branch. For most of the time, I was having conference meetings with rice importers in many cities around China, along with the exporting manager of the Chinese market. I was doing negotiation and business communication with rice exporters and interpreting for my English-speaking manager. He was very happy with my work.

Tourist Reception Center

Hefei, Anhui, China

Local Tour Guide

October 2013-February 2014

I was working part-time at Sanhe Ancient Town Tourist Reception Center, a 4-star tourist resort in Hefei city, Anhui Province where I studied. My job was interpreting the tourist attraction to tour groups. I worked on weekends only.

Manhattan Language Center

Hefei, Anhui, China

English & Chinese Teacher

October 2012-July 2013

Manhattan Language Center is a chain private language training center, with offices all across China. I was teaching secondary school students both English and Chinese.

I was a good teacher, and my students liked me. I only worked on weekends.

Education

Hefei Normal University

Hefei, Anhui, China

School of Foreign Language

September 2012-June 2016

Translation English Major

Hefei Normal University is a comprehensive university in China. I majored in Translation English under the school of foreign language where I studied English language and Chinese / English translation.

Siberian State Aerospace University

Krasnoyarsk, Russia

International Business

September 2016-June 2018

English-taught program, with economics, cross-culture management, finance, marketing, business communication, international relations and Russian language courses. However, I dropped out at the 2nd semester of the 2nd year.

Certification

Shanghai Advanced Interpretation Accreditation

Test organized by Pudong Continuing Education Center of Shanghai Higher Education (PCEC)

TEM-8 Certificate

TEM-8 ("Band 8") is the highest level for English major students

English Tour Guide Certificate

A certification for English tour guides.

Contact Details:

Name: Katherine Xuan

Email: katherineforbes1994@gmail.com

Tel/Wechat: +86 18365196869

Skype: iinterpretation

Nationality: China