

Ma Zheng

Freelance Translator

AREAS OF EXPERTISE

Translating scientific and technical documents

Proofreading

Multi lingual

Interpreting

Editing

SPECIALIZED IN

Linguistics

Medical

Electronics

Machine manufacturing

Chemistry

Biology

Material engineering

Metallurgy

Electric engineering

Optics

Quality Control

Contracts and Agreements

Patents

PERSONAL SKILLS

Hard working

Deadline keeping

Friendly and open-minded

PERSONAL DETAILS

Ma Zheng

*Hunnan District, Shenyang city,
Liaoning Province, China*

DOB: 5, Aug, 1976

T: +086 18624401353

E: mazheng.ci@outlook.com

PERSONAL SUMMARY

A multi-skilled, reliable & talented professional translator with a proven ability, good experience, exceptional collaborative and interpersonal skills to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from various social & professional backgrounds. Results-driven and detail-oriented translator with a proven track record of success in translating various materials from Chinese to English, Japanese to English and vice versa for nearly 20 years, providing linguistic assistance. Have a team of a few skillful members proficient in translating Japanese to Chinese, Japanese to English and vice versa.

WORK EXPERIENCE

June 2000 – Jan. 2011: Science and Technology Group in Beijing

- Marketing and Sales assistant
- Assistance translator
- Translator
- Senior translator

Feb. 2011 – present: Science and Technology Group in Shenyang

- Lecturer
- Manager of Translation and Technology Transfer Department

Duties

- Researching scientific & technical phraseology to ensure the correct translation
- Communicating with foreign clients for technical exchange
- Providing guidance & feedback & creating customer-specific style guides
- Translation of business and technical documents/manuals, descriptions from certain source languages (Chinese, Japanese) to English & vice versa
- Reviewing and proofreading Chinese, English and Japanese texts
- Revising more junior translators' translations
- Conducting face-to-face interpreting
- Telephone interpreting
- Supporting the translation team with certain projects
- Lecturer for English learners and staffs in the group
- Guest lecturer for other companies and groups

KEY SKILLS AND COMPETENCIES

Able to fluently speak in Chinese and English

Competent translation of Chinese, English and Japanese materials

Highly skilled in Word, Excel and PowerPoint but not limited to

ACADEMIC QUALIFICATIONS

Beijing Foreign Studies University, Main course 1993-1996 BA in Linguistics

Oxford University, post-graduate course 1997 – 1999 MA in Linguistics