

CURRICULUM VITAE

English<>Chinese Translator/Editor

WITH TEN-YEAR EXPERIENCE SPECIALIZED IN

TRANSLATION, EDITING, PROOFREADING, MTPE, SUBTITLING,
PROJECT MANAGEMENT

RECENT WORK

Finance

Client Name: Goldman Sachs (ongoing)

Language: EN <> ZHCN/ZHHK/ZHTW

Type: Translation, Editing

Word Count: over 1 million

Description: roadshow materials, presentations, weekly market updates, financial commentaries etc.

Client Name: Bank of America (ongoing)

Language: EN <> ZHCN

Type: Translation

Word Count: c. 100,000

Description: internal contracts, audit memos, market analysis report etc.

Client Name: Morgan Stanley (ongoing)

Language: EN > ZHCN/ZHTW

Type: Translation, Editing

Word Count: c. 100,000

Description: internal rules, financial commentaries, news release, articles of association etc.

Client Name: Credit Suisse Group

Language: EN <> ZHCN/ZHHK

Type: Translation, Editing

Word Count: c. 80,000

Description: roadshow materials, financial commentaries etc.

Contact

Wendy LUO

Email:

wendyluo87@qq.com

wendyluo1987@gmail.com

Skype:

[wendyluo87@qq.com](https://www.skype.com/user/wendyluo87)

Specialities

Finance

Legal

Medical

Marketing

Transcreation

Copywriting

Languages

English – Chinese (PRC)

English – Traditional
Chinese (HK/TW)

Chinese - English

Software

SDL Trados

memoQ

Wordfast

Smartling

Memsource

Rate

Translation: USD0.1/word

Editing: USD0.06/word

MTPE: USD0.07/word

Hourly: USD40

Client Name: Deloitte Touche Tohmatsu

Language: EN <> ZHCN

Type: Editing

Word Count: 26,359

Description: audit report

Client Name: Huatai Securities

Language: ZHCN > EN

Type: Translation

Word Count: 10,000

Description: daily/weekly A-share report, having strict words/lines restriction

Client Name: BlackRock Investment Management

Language: EN <> ZHCN/ZHTW/ZHHK

Type: Editing

Word Count: 15,050/23,500/8,908

Description: financial fact sheets

Client Name: Ta Ching Securities

Language: EN > ZHTW

Type: Editing

Word Count: 21,229

Description: annual financial report

Client Name: AllianceBernstein (ongoing)

Language: EN > ZHHK

Type: MTPE

Word Count: 15 articles with c. 30,000 per month

Description: fund short comments

Client Name: Binance, a blockchain platform (ongoing)

Language: EN > ZHHK

Type: TEP

Word Count: c. 1,000 per day

Description: website content, blog, trading instruction etc.

Legal

Client Name: Herbert Smith Freehills

Language: ZHHK > EN

Type: MTPE

Word Count: 18,322

Description: rush court paper, completed within 3 days

Client Name: GETTR

Language: EN > ZHTW

Type: Translation

Word Count: 16,566

Description: website & app privacy policy; website terms of use

Client Name: Workday, a leading provider of enterprise cloud applications

Language: EN > ZHTW

Type: Editing, MTPE

Word Count: 8,299/33,526

Description: Master Subscription Agreement; HCM (Human Capital Management) guide

Client Name: Holman Fenwick Willan LLP (HFW)

Language: ZHHK > EN

Type: MTPE

Word Count: 18,852

Description: rules and regulations for construction site

Client Name: Gibson, Dunn & Crutcher

Language: ZHCN > EN

Type: Translation, Editing

Word Count: c. 60,000

Description: litigation documents related to ZTE and Huawei

Client Name: Simpson Thacher & Bartlett

Language: EN > ZHHK

Type: Translation, Editing

Word Count: c.100,000

Description: court papers, summons, pleadings, exhibits, and complaints etc.

Medical

Client Name: Pfizer

Language: EN > ZHCN

Type: Translation

Word Count: 60,296

Description: various clinical trial documents and protocols etc.

Client Name: IQVIA

Language: EN > ZHCN

Type: Translation

Word Count: 25,587

Description: Protocol, Informed Consent Form (ICF), and Clinical Trial Agreement, etc.

Client Name: Philips

Language: EN > ZHCN

Type: MTPE

Word Count: 46,159

Description: Service Manual and Instructions for Use (IFU)

Client Name: Guangzhou University of Chinese Medicine

Language: ZHCN > EN

Type: Editing

Word Count: 180,000

Description: Introduction to the planting base for Chinese herbal medicine

Client Name: P&G

Language: ZHCN/ZHHK/ZHTW > EN

Type: Translation, Editing

Word Count: c. 600,000

Description: medical records, subtitling, letter of complaint

Marketing, Transcreation & Copywriting

Client Name: T Galleria by DFS

Language: EN > ZHCN/ZHHK

Type: Translation, Editing

Word Count: c. 200,000

Description: including fashion brands such as Gucci, Hermès, Fendi, LV etc, cosmetic brands such as Armani, Dior, Chanel etc. and wine brands such as Martell, Hennessy, Johnnie Walker etc.

Client Name: Hainan Airlines and China Eastern Airlines

Language: EN <> ZHCN/ZHHK/ZHTW

Type: Translation, Editing

Word Count: c. 400,000

Description: website content, hotels, destinations, travel and marketing etc.

Client Name: Banyan Tree

Language: EN > ZHCN

Type: Transcreation

Word Count: 10 slogans

Description: required 2 versions, back translation, rationale and comments for each slogan

Client Name: Lenovo

Language: EN > ZHCN

Type: Transcreation/super marketing

Word Count: 5 articles

Description: required creativity and alternatives for several slogans

Client Name: Lafayette

Language: EN > ZHCN

Type: Transcreation/copywriting

Word Count: 5,000

Description: required a touch of literary grace and strong marketing effect

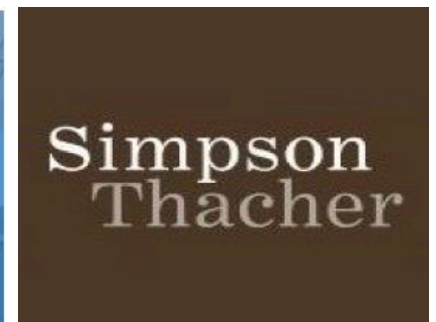
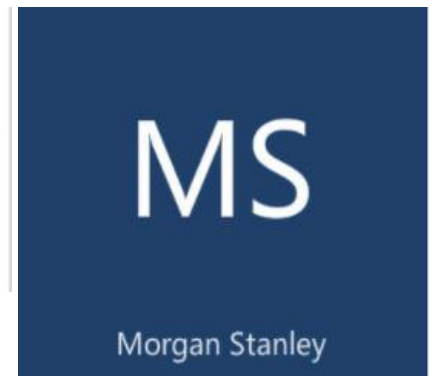
EDUCATION

Renmin University of China	2021
Economics and Management	
Guangzhou University of Chinese Medicine	2010
Medical English	

CERTIFICATES

TEM 8 (Test for English Majors-Band 8)	Excellent
CET 6 (College English Test-6)	Excellent
SEO Certification Exam - Level 1	93.75%
SEO - Advance Level Exam	92.59%

NOTABLE CLIENTS



BANYAN TREE
HOTELS & RESORTS

TESTIMONIALS

About GS:

We're excited to have you work with us on Goldman Sachs, our VIP account, and will look forward to sending you more work!

Here is the feedback below:

- Overall quality is good, however some attention is needed on the following:

Overall the quality is good, though with the following feedback:

The quality is very good as a whole.

My feedback for this new offsite linguist is "very good", while most of the contents have references.

Since the onsite barely updated the file, no updated version to be shared 😊

Good job Wendy!! :D

Our onsite team reviewed the file and overall, they said you did well, considering the difficulty of the document. .

About ABHK:

16:48

66

Is there any feedback from the client?

Wendy L, 2021/10/22

It is alright, cos we have QA before submitting to the client. The one who QA your jobs said you are doing quite well generally.

😊

About attitude and communication:

I am so happy to hear this 😊

not many linguist are that responsible 😊

18:23

66

okay i will try to give you more back then im handling another client with you next time T___T

星期六的 18:21

Thank you for considering me, haha

18:23

of cos! you are a very responsible linguist!! 😊

15:56

Your feedback is also very positive, so I think it won't be needed some time soon!

Absolutely, it is the same for us PMs 😊

You are very responsive, quick and do a good job, so we would like to work with you even more than we do now 😊