

## Summary of Qualifications

- **Eight years'** experience in legal and financial translation both from Chinese to English and from English to Chinese
- A **professional** translator certified by winning the **first prize** in a national legal translation competition
- Familiar with **corporate/securities laws** and China GAAP/IFRS **accounting** standards
- Keep **diligently learning** law and finance by passing the **PRC Bar Exam** obtaining financial certificates and pursuing a Master's Degree in **Law & Finance**
- **On-time** delivery with **careful double check** and **timely communication** with clients
- Have **long-term relationships** with a top-tier PRC law firm, a Fortune 500 food and beverage company and other clients as I put **high quality and accurate** translation as my top priority
- Organize and **tutor** corporate & securities law **cases** - legal English learning activities at a law school (ECUPL)

## Translation Examples

I keep projects in **strict confidence**.

- Have translated, reviewed the translation and proofread the original of legal documents (En⇄Ch) for a **PE and M&A** focused team of a top-tier PRC law firm that trusts me with its most **important** legal documents for its **key** clients for four years
- Have translated contracts (En⇄Ch) for the legal department of a **Fortune 500** food and beverage company that keeps **recommending** me to other departments and certain affiliates of the company for legal translation for six years
- Translated 8 **legal opinions** issued by lawyers based in different countries/regions for a publicly traded Chinese company (En-Ch, about 37,000 words)
- Translated a **logistics and warehousing agreement** for a Chinese dairy company (Ch-En, about 9,000 words)
- Reviewed the translation of an **acquisition agreement** and the schedules hereto in relation to the acquisition by a multinational consumer goods company of the businesses and assets of Chinese companies (En-Ch, about 120,000 words)
- Translated **auditor's reports** of 20 acquired Chinese companies for a global security solutions provider (Ch-En, each 24,000~33,000 words)
- Translated a brochure of introduction to an education focused **private equity fund** (En-Ch, about 7,500 words)
- Reviewed the translation of The Need for a Comprehensive Approach to **Capital Markets** Regulation (En-Ch, about 28,000 words)

## Contact Info

[stephanie.pan.law@outlook.com](mailto:stephanie.pan.law@outlook.com)

[linkedin.com/in/stephaniepanlaw/](https://www.linkedin.com/in/stephaniepanlaw/)

WeChat: 13818558642

## Working Experience

2015-present freelance translator  
specializing in law & finance

2009-2015 freelance interpreter  
and translator serving various areas

## Education Background

2023-present pursuing a Master's Degree  
in Law & Finance with focus on  
corporate/securities laws - *East China  
University of Political Science and Law  
(ECUPL), Shanghai. Expected completion 2026*

2005-2009 Bachelor's Degree in  
Software Engineering - *Pacific Finance  
Institute of Fudan University, Shanghai*

## Credentials

\* You can check my credentials with  
explanation by clicking [this link](#).

Certificate of Legal Professional  
Qualification (PRC Bar) *issued by the  
Ministry of Justice of the PRC; necessary for  
practicing law in China*

First Prize in the ECUPL Cup National  
Legal Translation Competition for 2022  
*issued by the Translators Association of China  
and the ECUPL*

Passed 8 ACCA exams (*Association of  
Chartered Certified Accountants*)

Advanced-Level English Interpretation  
Certificate *issued by the Shanghai  
Interpretation Accreditation Committee*

## Documents

### I usually work on:

1. **General contracts**, including purchase agreements, NDAs, MOUs, lease agreements, loan agreements, pledge/mortgage agreements, intellectual property assignment/license agreements, logistics/warehousing agreements, distribution agreements, employment contracts, ESOPs, etc.;
2. **Financing/M&A documents**, including term sheets, SPAs, DD reports, charters, shareholders' agreements, legal opinions, master acquisition agreements, facility agreements, escrow agreements, prospectuses, resolutions of shareholders/board, etc.;
3. **Notarized documents and litigation/arbitration materials**;
4. **Financial documents**, including financial statements, annual reports, auditor's reports, valuation/appraisal reports, fund brochures, etc.

## Services

### I provide the following services:

#### 1. Legal and financial translation

**On-time** delivery with **careful double check**.

You will be offered a **professional** translation that **accurately conveys** the original text's meaning, uses **consistent and correct** terminologies and is **readable** as if it were originally drafted in the target language.

#### 2. Translation review

I will provide translation review as per your **specific requirements**, whether it is a **basic review** to ensure a certain degree of quality of the translation or a **full review** (including **refining the wording**) to keep the translation consistently accurate and of high quality.

## Remarks

Standard delivery: 3000 words/day

CAT tool: Trados

### Double check/review process:

- 1st round check/review of the translation against the source text for accuracy
- 2nd round check/review of only the translation to refine the wording

I am in China time zone (UTC+8, 16 hours ahead of PST).

### Timely communication with clients:

0:00 a.m.-6:30 a.m.

2:00 p.m.-12:00 p.m. (PST)