

Stephanie Pan

Translator specializing
in Law & Finance
(English to Chinese)

Summary of Qualifications

- **Eight years'** experience in legal and financial translation
- Able to **faithfully** translate the nuances of original texts, and maintain terminological **consistency and accuracy** in translation
- Passion for challenging projects, attention to **details**, and commitment to collaboration and deadlines
- **Qualified** translator winning the **first prize** in a national legal translation competition
- **Strong academic background** in law and finance, including obtaining qualifications for legal, accounting and securities professionals and pursuing an LLM in Law and Finance

Work Experience

Legal and Financial Translator

Freelance

2016-present

- Translating and proofreading/editing translations of legal and financial documents for various law firms and companies from and into Chinese
- Utilizing legal and financial knowledge to accurately translate terminologies and meanings
- Meticulous double-checking: 1st round check of translations against source texts for accuracy and 2nd round check of only translations to refine the wording
- Proofreading/editing translations of documents as per my clients' specific requirements
- Meeting tight deadlines
- Effectively communicating with my clients
- Keeping all projects in strict confidence

2020-present **Commerce & Finance Law Offices**

- Translation (20% of total workload) and translation proofreading/editing (80% of total workload) of important corporate and M&A documents (EN<>CN) for the law firm's key clients
- Providing light or full translation proofreading/editing as per the law firm's requirements for different purposes of legal documents
- Discussing with the law firm accurate translation of terminologies that are easily mistranslated

2018-present a **Fortune 500 food & beverage company**

- Translating legal and other documents (EN<>CN) for the company and its affiliates
- Pointing out typos, vagueness and inconsistency in source texts that could affect translation accuracy
- My translations are highly appreciated by the company and I have been recommended by the company to translate legal and other documents for many of its affiliates

Contact Info

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Based: Shanghai, China

Standard delivery: 3000~3500 words/day

CAT tool: Trados

Education Background

LLM in Law and Finance

East China University of Political Science and Law

- 2023-present • Shanghai
- Expected completion 2026

B.S. in Software Engineering

Pacific School of Finance, Fudan University

- 2005-2009 • Shanghai

Credentials

Language Certifications

- First Prize in the ECUPL Cup National Legal Translation Competition
- Advanced-Level English Interpretation Certificate

Professional Qualifications

- Legal Professional Qualification (PRC Bar)
- Passed 8 ACCA exams
- Accounting Professional Qualification - Junior Level
- Securities Practitioner Qualification
- Fund Practitioner Qualification

Note: These are necessary qualifications for practicing law and working as an accountant, or securities or fund professional in China (see more details at [this link](#))

Services

I provide the following services:

1. Legal and financial translation

My translation will be meticulously **double checked** by me.

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 proofreading/editing

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

Remarks

Double check process:

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

Translation Examples

Legal

- Translated a medical equipment purchasing agreement between a Chinese hospital and a multinational health technology company (EN-CN, about 11,000 words)
- Translated 8 legal opinions issued by lawyers based in different countries/regions for the listing of a Chinese company (EN-CN, about 37,000 words)
- Translated a logistics and warehousing agreement for a Chinese dairy company (CN-EN, about 9,000 words)
- Translated the General Terms and Conditions for Prototype or Production Parts or Services (EN-CN, about 14,500 words)
- Translated the Securities Contracts (Regulation) Act, 1956 and the Securities and Exchange Board of India Act, 1992 (EN-CN, about 48,000 words)
- Proofread/edited the translation of heads of agreements, JV agreements, share transfer agreements, shareholders' agreements, articles of associations and other legal documents in relation to three projects between two leading oil and chemical companies (EN-CN, over 200,000 words)
- Proofread/edited the translation of an acquisition agreement and its schedules in relation to the acquisition by a multinational consumer goods company of the businesses and assets of Chinese companies (EN-CN, about 120,000 words)
- Proofread/edited the translation of *The Need for a Comprehensive Approach to Capital Markets Regulation* (EN-CN, about 28,000 words)
- Translated and proofread/edited translations of NDAs, MOUs, DD reports, SOWs, term sheets, lease agreements, security agreements, escrow agreements, resolutions of shareholders/board, IP licensing agreements, logistics/warehousing agreements, settlement agreements, employment contracts, court opinions, arbitration records, etc. (EN<>CN)

Financial

- Translated an auditor's report of an American technology service company (EN-CN, about 16,500 words)
- Translated auditor's reports of 20 acquired Chinese companies for a global security solutions provider (CN-EN, each 24,000~33,000 words)
- Translated a long-term incentive plan as part of a prospectus of a food giant (EN-CN, about 10,500 words)
- Translated a brochure of introduction to an education focused private equity fund (EN-CN, about 7,500 words)
- Proofread/edited the translation of an asset valuation report for an asset management company (EN-CN, about 13,000 words)
- Translated and proofread/edited translations of financial statements, annual reports, financial projections, loan/facility agreements, bank statements, appraisal reports, business plans, budget reports, insurance policies, etc. (EN<>CN)

Source Text	Translation
<p>1. Translation of a SPA clause to show my accurate translation of all terminologies and legal meanings which are easily mistranslated or missed by those who have no academic background in law.</p>	
<p>All of the Company’s outstanding Ordinary Shares and all the Company’s Ordinary Shares underlying outstanding options are subject to (i) a right of first refusal in favor of the Company upon any proposed transfer (other than transfers for estate planning purposes); and (ii) a lock-up or market standoff agreement of not less than 180 days following the Company’s initial public offering pursuant to a registration statement filed with the SEC under the Securities Act.</p>	<p>公司所有发行在外的普通股以及作为发行在外的期权基础资产的公司所有普通股均受限于：(i) 在任何拟议转让时（为遗产规划目的之转让除外）公司所享有的优先购买权；以及 (ii) 约定锁定期或禁售期不少于 180 天的锁定协议或市场禁售协议，该期限自公司根据按《证券法》规定向证券交易委员会提交的登记声明所进行的首次公开发行之日起算。</p>
<p>2. Translation of a complex definition to show my precise understanding of its content and excellent refining of wording to make the translation more readable and understandable for a Chinese client.</p>	
<p>“Change of Control” means (a) the consummation of any transaction or series of transactions the result of which is that (i) any entity acquires any Shares representing more than 50% of the total voting power of XYZ Company and (ii) ABC Company and its Affiliates cease to have the power to appoint or remove a majority of the board of XYZ Company, whether through the ownership of voting securities, by contract, or otherwise; or (b) any sale, transfer or other disposition of all or substantially all of the assets of XYZ Company and its subsidiaries on a consolidated basis other than to an entity with respect to which, following such sale, transfer or other disposition, more than 50% of the combined voting power of the then outstanding voting securities of such entity is then beneficially owned, directly or indirectly, by ABC Company and its Affiliates.</p>	<p>“控制权变更”是指 (a) 完成导致以下结果的任何交易或者系列交易：(i) 任何实体取得代表 XYZ 公司 50%以上表决权总数的股份，以及 (ii) ABC 公司及其关联方不再拥有通过持有有表决权的证券、合同或其他安排任免 XYZ 公司董事会多数成员的权力；或 (b) 整体出售、转让或以其他方式处置 XYZ 公司及其子公司的全部或绝大部分资产，但如果在向任何实体进行上述出售、转让或其他处置后，该实体届时发行在外有表决权的证券所附 50%以上的合并表决权由 ABC 公司及其关联方直接或间接地实益拥有，则向该实体进行的上述出售、转让或其他处置不属于控制权变更。</p>
<p>3. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial statements.</p>	<p>审计工作涉及实施审计程序，以获取有关财务报表金额和披露的审计证据。选择的审计程序取决于审计人员的判断，包括对由于舞弊或错误导致的财务报表重大错报风险的评估。在进行上述风险评估时，审计人员考虑与单位财务报表编制和公允列报相关的内部控制，以设计有关情况下恰当的审计程序，但目的并非对单位内部控制的有效性发表意见。审计工作还包括评价董事选用会计政策的恰当性和作出会计估计的合理性，以及评价财务报表的总体列报。</p>

Note: due to limited space, more sample translations cannot be provided. I am open to take a test.