

**(Mottoes: high quality and punctual)**

Dear Sir/Mdm:

If you are looking for a Chinese native professional translator to handle your Chinese-English or English-Chinese, Japanese to Chinese and French to Chinese etc., translations or if you are not quite satisfied with your current translator, you may wish to try my service for the following reasons:

1. I am a **FULL-TIME PROFESSIONAL LEGAL TRANSLATOR** working **ONLINE**. You can reach me all the time when a job is available.
2. I have an **DOUBLE DEGREE** in english and petroleum, which has equipped me with the knowledge required for dealing with petroleum documents.
3. I have 8 years of **HANDS-ON EXPERIENCE** in providing quality professional translation service as a freelance translator, specializing in various fields (Please refer to my CV below).
4. As for my rate, since this is the beginning of my working for your agency, any price offered by you between **US\$0.025-0.07** is acceptable to me. You see the quality first and then decide how much it is worth.
5. What is the most important is that you **DO NOT** need to do any proofreading or editing work on my translations. Everything will be double checked and proofread.

May you succeed in Asia and Greater China.

Best regards.

Belinda Zhou Xiaoping

# **RESUME**

## **Personal Particulars**

Name Zhou Xiaoping (Belinda)  
Date of Birth 10 Sep 1976  
Place of Birth Sichuan, China  
Nationality Chinese  
Marriage Yes  
Address No.2 Beijing north road Xinshi District in urumqi city  
  
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## **Educational Background**

1995-1999 SWPI China  
▪ B.A., in English  
  
2000-2002 SWPI  
Chengdu  
▪ Master degree in engineering (Graduate Program)

## **Working Experience**

### **1996–present**

- I have been working as a full-time professional freelance translator for many companies in China and around the world, specializing in engineering, IT, finance, petroleum, website etc. from English to Chinese and French to Chinese or vice versa.
- I'm also skilled at the Cantonese and Traditional Chinese (Hongkong, Taiwanese) .

**My Track Record In 2009( Part) (Some Big Projects Completed if you required I will provide it)**

**project history(part) in 2008**

**english to chinese project:**

- (1) News405ch, News418ch, News413chLM, News412chLM, 11233 words( medical) 10/08/2008
- (2)SAP project(Trados): 110,000 words 22/04/2008~01/05/2008
- (3) software localization(cantonese):26760 words 24/10/2008
- (4) 0651\_0001new.pdf(agreement):15500 words 02/02/2009
- (5)Camera Installation Operation(Mechanical): 25000 words 02/15/2010
- (6)LS100\_pera\_Trans\_0106(Financial): 6664 words 6/01/2012;
- (7)P\_Drilling Rig\_2012\_Text\_en.docx(doc)Engineering: 11153 words 12/03/2012;
- (8)PWLUC-TSURVEYS-0002892\_zh-EN-448361.docx(Patent): 13052words 09/03/2012;
- (9)120475gb(english to hongkong traditional chinese):11000 words 27/04/2012.
- (10)SIP standard for china telecom(IT): 9889 words 23/05/2012
- (11)CategoryDisplayNames\_Edited(Cheical): 5174 words 26/05/2012;
- (12)project cathy excel3(Literal):7800 words 19/07/2012;
- (13)Contract WA.pdf(Contract): 13,641 words 22/03/2013;
- (14)ElectronicsManual(Electronic): 18107 words 16/08/2013
- (15)Combined Consent with HIPPA HB009 (medical)trados: 5600 words 10/09/2013
- (16)EN-20121031 BGICS Eng cn pdf (Patent): 4403 words 08/11/2013.
- (17) 06291254a-b(software):6157 words 18/12/2013
- (18) Marketing Materials (Source Text in .ppt, Output in .doc)(Market) 11500 words 12/03/2014
- (19) Text CBI Brosch Final Lektoriert( law): 5800 words 16/08/2014
- (20) J154436\_Chinese\_Simplified (website):4700 words 08/09/2014
- (21)News420chLM,News424chLM,News425hLM,News427chLM(medical),1915 5 words 08/10/2014
- (22) CHINA FORTUNE FOUNDATIONLIMITED[1]-FINAL(cantonese):12400 words 04/05/2015
- (23) EN-Chinese terms.xls:3550 words 10/06/2015
- (24) website(html): 30/11/2015
- (25)UPS addition.rar:18000 words 01/02/2016
- (26) Istanbul ingilizce- --son.doc 25089 words 10/03/2016
- (27) Buy-design members front end translation\_010209 V2[1].doc 2271 words 03/02/2017
- (28)195434\_zh\_20210610063316.xml.sdlxliff(Mechanical) SDL: 10410words 06/03/2021

(29)Form to Book the machine installation LN1530-2130 EVO 03 2021 rev2.0 from D5.98.012 ZH ROSSO da tradurre(Mechanical) SDL: 12352 words 03/16/2022  
(30)242497\_zh\_20220809065240.xml(Mechanical) SDL: 42913 words 05/24/2022

**2.chinese to english project:**

(1) mechanical patent project 3000 words 16/04/2008  
(2)Gen pop zip: 13126 words 03/06/2008;  
(3)financial translation: 2000 words: 8/04/2008.  
(4)geological translation: 2500 words:12/08/2008  
(5)Questionnaire translation: 6238 words:20/10/2008  
(6) patent document:8000 words 04/11/2008  
(7) LAT.pdf:200000 words 14/02/2009

**3.French to chinese project:**

1.New Website 1338 words 04/02/2009 FR to CHS( simplified chinese)  
2..New Website 1735 words 12/02/20 09 FR toCHS  
3.PressRelease 3205 words 5/03/2009 FR to CHS  
4.Bridal Collection Update 1267 words 09/03/2009 FR to CHS  
5.CartierNews 411 words 18/03/2009 FR to CHS  
6. Website 1949 words 21/03/2009 FR to CHS  
7.Cartier News:1466, 1464, 888&1470 1231 words 25 /03/2009 FR to CHS  
8.Livred'art horlogeire Part 6 708 words 04/05/ 2009 FR to CHS  
9.2documents 355 words 04/05/2009 FR to CHS  
10.IW Sophie Marceau 486 words 04/05/2009 FR to CHT(traditional chinese)

**Transcription Project:**

1. Mechanical students-Chinese Client: [www.transcriptionglobal.com](http://www.transcriptionglobal.com)  
2.1497-NewGen-200711YQuan Client: [www.transcriptionglobal.com](http://www.transcriptionglobal.com)  
3.CASPI China A Interview 2 Recording (4.46).  
CASPI China A Interview 2 Recording (addendum) (42.54).  
CASPI China A Interview 4 Recording (42.13).  
CASPI China A Interview 11 Recording (52.28).  
CASPI China A Interview 12 Recording (47.37).  
CASPI China B Interview 7 NOT 6 Recording (9.29).  
CASPI China B Interview 7 NOT 6 Recording (addendum) (47.52)  
CASPI China B Interview 9 Recording (63.42). 08/12/2016  
From April to now, 2022, English to Chinese transcription project, one job one week Film and Television. Client: TransPerfect translation company in USA

**Software and DTP:**

SDLX, idiom, Trados 7.0, Framemaker 7.0, Pagemaker 7.0, Illustrator 10.0 & 11.0, Freehand 11.0, Publisher 2002, QuarkXpress 5.0 & 6.0, Indesign 3.0, Coreldraw 11.0, Photoshop 7.0 & 8.0 AutoCaD

**Software:**

Microsoft office VB etc.

**Payment method:**

paypal

Moneybookers

bank transfer