

# CURRICULUM VITAE

## △Personal data:

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**Scope: Translation/Proofreading/Review/DTP**

**Language pairs:** English to Simplified (Mandarin) Chinese/ Cantonese and vice versa

**Fields:** Localization, Automobile, Real Estate/Contract/Patent, Life science, IT/Tech, Mining, etc.

**CAT tool:** SDL Trados 2021, TWS, MemoQ, Memsource

Other software: Idiom, Adobe Illustrator CS6, Adobe Acrobat, PDF, Office2013, any Cloud-based Platform

**Technical conditions:** Operating System: Windows 10

**Education:** Wuyi University, Bachelor of Arts, major in Business English

## △Partial experience: From 2010/08 | Freelance English to Chinese translator

### *Marketing*

Signature 2015 International Folder for Translation\_CH

Lotte Hotel Moscow

HISTORY OF HOLYMONASTERY

Jewellery Show\_A4\_Leaflet\_BK

IHGF Delhi Fair

EPCH EXHIBITORS DETAILS

Gifts & Home Shanghai 2014

White Furniture Tags

Website Translation -CT London

Swartland Japan

### *Real Estate*

Noosa Night Club

Allens parade Brochure

Lennox Shops\_Brochure

Patchs Beach Brochure

Rocky Point Brochure

Tweed Office Park Brochure

CMA TYPE A Natures Edge Chermside

### *Financial & Company Management*

Financial statements

Singapore company register documents

Banking documents

Annual Report 2012 of a technology company

Credit Report

National Networks & Programs Framework  
FSP\_ Evaluation Report Final  
Board Meeting 15 Mar 2015 Bangkok \_v3\_zh  
FCB Terms and Conditions  
Reordered Services and Solutions 24 JULY  
WPF International Coordinating Committee Meeting\_CH  
Memo by Song  
Shipping/Delivery Note

### *Localization*

WikiHow: <http://www.wikihow.com/Main-Page>  
German Grohe: <http://www.grohe.com/cn/>  
VFS Global: <http://www.vfsglobal.com/>

### *Legal*

Lincoln Dealerships\_Framework Agreement  
limassol court specs  
Two way Non-Disclosure Agreement  
Government papers  
Court papers

### *Technical/IT*

Acrylic Acid Resin MSDS  
Pearl Pigment MSDS  
Guangzhou Water technical requirement 20140625  
EDC17C63 Platform System FMEA  
Announcement of the invention patent application  
2014 Study of Sweetener  
CRM Tool Study\_FINAL Qnr  
MASTER LOCK SAFETY  
TexData-Interview-Messe-Frankfurt-Michael-Jaenecke-2015

### *Life Science*

Life science sector report FINAL  
Questionnaire\_Sensory and Hedonic Ratings (Study Breakfast)  
Appetite Questionnaire\_Updated\_Clean.docx  
Parent Brochure  
LifeSciences\_Qualification Questionnaire  
Novartis Pharmaceuticals  
Singapore\_Site 3502 NCIS\_English Molecular Pre-Screening Information  
Singapore\_Site 3502 NCIS\_English PIS-ICF  
Medication dosing diary and patient leaflet  
Visit Reminder ID Card  
Info sheet and consent form (parents) female\_MYv2\_Hospital  
Main Study PIIC\_MYv3\_Hospital  
GutCheckClientStim-SportsNutrition  
Coronavirus post  
Life science sector report FINAL

### ***Automotive***

Website Translation\_ Ford-brand Customer Survery\_Chinese to English  
AC99\_AutoComponentsAccreditationExam

### ***Clinical Trials***

NoticeofConfidentialityofAlcoholDrugAbuseEnglish121316  
XX Brochure\_30.05.2017  
xx PHARMACEUTICALS LIMITED Process for Manufacturing of Nebivolol HCl\_Page 1/750  
Chinese QnA 011517  
Dosage form and product composition  
Specialties\_Chinese\_012317  
Quality Control of preparations

### ***Medical Devices & Software***

Elektro-Mag  
Bidding Document for Equipment  
M 308 ECO  
Procedure Document of XX Instrument Co., Ltd.  
Quality Management Manual  
ISOS\_lockit\_Alerts\_ver6

### ***Patents***

Invention PatenT-CH  
CNH-Physical Cooling Device-new1.  
Tumor Suppression and Anticancer Oral Liquid  
A Recombinant Vaccine and Its Application  
Surgical Instruments