

# Jessie Xiao

Professional freelancer translator & proofreader (**Chinese**)

Female; married; 1985.5; Chengdu, China; **8** years of experiences;

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This is Jessie from China, graduated from **Sichuan University** majoring in **English**, with **CATTI-II Certificate** (China Accreditation Test for Translators and Interpreters, launched in 2003 by the Ministry of Human Resources and Social Security of the People's Republic of China). I am a professional freelancer of **English to Simplified Chinese** and **Chinese (Simplified and Traditional) to English** translation and proofreading in terms of **IT, game, law, hardware, software, science, marketing, telecommunication, technical, mechanical, general, etc** for more than **8** years. Until now, more than **6 million** words have been handled. The tool I used most is **Trados, Memoq, Memosource, Crowdin, etc**. Also, if possible, I'd love to learn new tools.

## Work Experiences

### Freelancer Translator & Proofreader

**2009.6 – until now**

Language Scholar <sup>U.S.A</sup>, CCJK <sup>China</sup>, Mugen Creations<sup>Japan</sup>, Translate.ie<sup>UK</sup>, etc

As a freelancer translator and proofreader, I translate or edit **English to Simplified Chinese** and **Chinese (Simplified and Traditional) to English** translation documents in terms of software, IT, technical, engineering, business, finance, marketing, energy, environment, etc.

### PA & Odin & EOA Specialist

**2010/8 -2015/4**

#### EF(Education First)

Manage my own students (more than 100, aging from 3 to 18 years), make study plan, communicate with parents and teachers, do parent meetings, push the retention, improve satisfaction of the parents and students, and complete individual performance indicators.

Responsible for the promotion of Language Travelling (let students to stay in England, America, Australia and so forth for three weeks), help the parents to prepare materials, and provide translation service.

Always focus on the center's overall results, timely analyze these data with managers, so as to find the problem and solve it.

Train other colleagues regularly and irregularly, including the product knowledge, the sales and mentality.

### English Teacher

**2007/7 -2008/7**

#### JM Foreign Language School

Teach brand-3 vocabulary and grammar, make test paper for the students, solve problems concerning to the students, communicate with parents, sale courses, edit and translate them.

## Education

**2003/9 -2007/6**

**Sichuan University(Bachelor's Degree)**

Course: intensive reading, extensive reading, translation, composition, listening, international business English, English teaching methods, deutch, grammar and so on

## **Certificates**

**TMEL8**

**CATTI II**

China Accreditation Test for Translators and Interpreters (CATTI), launched in 2003 by the Ministry of Human Resources and Social Security of the People's Republic of China, is the most authoritative translation and interpretation proficiency qualification accreditation test

## **Training**

**2006/9 -2009/6**

**University of Electronic Science and Technology of China(UESTC)(college degree)**

Course: discrete mathematics, object-oriented programming, data structures, database system principles, operating systems, software engineering, software testing and quality assurance, computer networks, corporate project training course and so on