

SISI LI

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WORKING

English to Chinese Translator 08/2022 - Present

World Health Organization

- Collaborated closely with the World Health Organization (WHO) on diverse projects, playing a pivotal role in providing translation services for key initiatives.
- Translated significant projects such as the "Part of Mental Health and Psychosocial Support - Minimum Service Package" and "Part of MHPSS DRR Action Framework" for WHO - IASC MHPSS.
- Played a vital role in facilitating the dissemination of important information to a global audience, contributing to the advancement of mental health and psychosocial support initiatives worldwide.

English to Chinese Translator 08/2022 - Present

YGYM Translation Service Co., Ltd

- Provided comprehensive translation services on a freelance basis for a diverse client base in the marketing and legal sectors.
- Translated a wide range of documents, including marketing materials such as brochures, websites, social media content, and advertising campaigns. Additionally, translated legal documents such as contracts, agreements, patents, intellectual property documents, and legal correspondence.
- Utilized cultural insights to precisely translate specialized terminology, elevating readability and cultivating stronger user engagement.

Lead 05/2019 - 08/2022

RWS Group

- Provided support and guidance to vendors, ensuring that high-quality work was delivered on time and to standard.
- Resolved client complaints and channeled concerns to different departments, e.g., Quality Managers and Vendor Relation Managers.
- Oversaw project progress to ensure timely delivery of all requests while staying within budget and scope.
- Managed a high volume of client queries, responding promptly and proactively to identify and resolve issues, exceeding company benchmarks for turnaround time and achieving a 95% resolution rate.
- Conducted end-to-end software development activities, including testing, implementation, maintenance support, user training, and preparation of system documentation.

Legal Translator 01/2018 - 02/2019

Shanghai Huixiao Law Consulting Group

- Translated a wide range of materials, including legal documents, website content, news articles, and corporate reports, with a focus on accuracy and attention to detail.
- Translated legal contracts for Royal Caribbean International's Quantum of the Seas, ensuring compliance with industry standards and client requirements. Completed over 50 contracts using CAT tools and glossaries to ensure consistency and efficiency.
- Provided exceptional customer service by responding promptly and professionally to follow-up inquiries from major clients, addressing their concerns and providing additional information as needed.

CERTIFICATIONS

Accenture 2023

Digital Skills: Digital Marketing

Corporate Finance Institute 2023

Excel Fundamentals – Formulas for Finance



EDUCATION

B.A. Political Science

University of Kansas
U.S.A.

LL.M. International Business Law

University of Liverpool
U.K.

LANGUAGES

Chinese Native

English Fluent

SKILLS

Language

Excellent verbal and written communication skills both in Chinese and English.

Translation Platforms and Tools

Proficient in utilizing computer-aided translation platforms and tools such as MemoQ and Xbench, among others.

Excel

Proficient in utilizing advanced Excel functions, including pivot tables and v-lookups. Exposure to advanced Excel functions such as pivot tables and v-lookups.