

Resume

Kelvin Lin

Gender: Male

Mobile: +8613470060223

Email: kelvin.lin75@gmail.com, lmsjoy@163.com

Skype: Kelvin-6

Current job: Freelance Translator



Objective: A position as freelance translator.

Skills:

- ITI-Qualified Translator
 - 10+ years experience
 - Languages – Fluent in English, Simplified Chinese(native language)
 - Knowledge in CAT software – SDL Trados Studios, MemoQ
 - Expertise in the fields of IT, computer, measuring instruments, electronics, telecommunication, electrical equipment, medical equipment, engineering, mechanics, business contracts and agreements, etc.
 - Microsoft Windows7
 - MS PowerPoint, Excel, Word
 - Bachelor Degree – Computer
 - Detail-oriented
 - Punctual; regularly meets deadlines
 - Highly-organized
-

Work Experience:

Freelance Translator; 8/2015 to Present

- Translated documents such as user manual, website, product introduction, conference speech paper, business contracts and agreements from English to Simplified Chinese.
- Ensure that all translations conform to the original text in terms of technicality and terminology.
- Provide translation, editing and proofreading services to clients such as CATERPILLAR(USA), WOLF (Germany), KEMPINSKI HOTEL (Germany), GM (USA) and OERLIKON (Switzerland), etc.
- Work on major translation projects in the fields of computer, electronics, instruments and meters, telecommunication, electrical equipment, engineering, vehicle and so on.

In-house Translator; 8/2012 to 8/2015

Bettersize Instruments Ltd.

- Translated and proofread all documents such as manuals, flyers and brochures.
- Responsible for translation, proofreading, update and upload of website content from Chinese to English.
- Translation and subtitling (Chinese to English) of the videos for various models of products.
- Performed online product promotion, and managed B2B trade platforms.
- Developed and organized the spoken English courses for staff inside the company.
- Served as an interpreter when a foreign client visited us.

In-house Translator; 11/2009 to 8/2012

Sanhe Medical Equipment Co., Ltd

- Translation and proofreading of user manuals, maintenance manuals of medical equipment, and instructions of related reagents (Chinese to English).
- Subtitling (Chinese to English) of the videos for all products.
- Responsible for online product promotion, communicated with customers abroad and provided related information to them via email/phone.
- Served as an interpreter when a foreign customer visited us.

In-house Translator and Proofreader; 5/2008 to 6/2009

Beijing Jianian Translation

- Translation and proofreading of technical documents in the fields of electric equipment, electronics, instrument & meter, cooling equipment, mechanics, etc.
- Participated in the translation and proofreading work (English <>Chinese) for projects including servo systems of Japan's equipment and Siemens low-voltage equipment.

In-house Translator and Coordinator; 5/2006 to 5/2008

China National Electric Cable & Wire Imp/Exp Corp.

Place of work: Angola, Africa

- Translation and proofreading of related engineering contracts for the electric power project.
- Coordinated and communicated (in English) with the local owners to solve difficulties and obstacles we faced during the construction of the electric power project, ensure the project progress keeps on track.

In-house Translator and System Integration Engineer; 8/2003 to 2/2006

Beijing Uniview Ltd.

- Translation and proofreading of engineering contracts and user manuals used in video surveillance projects.
- Installation and debugging of video surveillance systems.

Education:

Beihang University (Beijing, China)
BS Computer; 2000 to 2003

English skill: Certificate of CET-6 (university level in English)

Professional Membership:

MITI, Member of the Institute of Translation and Interpreting (membership since 2019)

Major Translation Projects: English > Chinese

TEREX (Italy) – user manuals of special-purpose vehicle (crane) – over 16731 words, 2017

WOLF (Germany) – instruction manuals, operation manuals and service manuals of heating system, electrical systems, ventilation systems, presentation documents - over 67586 words, 2017

GM (USA) – website localization for its brands of CADILLAC, BUICK, GMC, CHEVROLET – over 40349 words, 2017

OERLIKON (Switzerland) – technology brochure of its products in the fields of coatings, textile, additive manufacturing, tooling, etc – over 14142 words, 2018

KEMPINSKI HOTEL (Germany) – translation of its official website in different countries such as Russia, Slovenia and China. Also promotional materials were translated – over 35561 words, 2018

CATERPILLAR (USA) – translation of its technical documents covering diesel engine, electronics & electrical system and technical training programs, etc. - over 84425 words, 2018

WOLF (Germany) – technical documents and presentation of electrical system, control unit and HVAC system - over 24586 words, 2019

CATERPILLAR(USA) – translation of its technical documents covering diesel engine, electronics, electrical and fuel system, and technical training programs, etc. - over 81373 words, 2019