

Professional Profile

Self-motivated, resourceful, and detail-oriented English and Chinese Translator with extensive experience translating, interpreting, and proofreading translations and texts. Completes projects with utmost attention to detail and accuracy and always meets or exceeds deadlines. Possesses strong oral and written communication skills, exceptional customer service skills, and the ability to quickly problem solve in difficult or changing situations. Fosters positive professional relationships by demonstrating high levels of dependability, integrity, and resourcefulness. Experience working remotely and possesses the tools and technology required to succeed in a remote work environment.

Fields of Expertise

- Aviation
- Finance
- Politics
- Engineering
- IT
- Tourism
- Philosophy
- Technology

Core Skills

- Document translation
- Translation Software Tools
- Localization
- Proofreading
- Punctuations
- Client Satisfaction

Career Summary

Jul 2016 -Present

**HNA Group
Translator**

Outline

Translation of flight operation manuals, aviation technical documents, international aviation regulations and standards.

Translation of shareholders agreements, contracts, speech scripts, articles of association, and conference records.

Jun 2021 -Present

**Elite AsiaGroup
Freelance Translator**

Outline

Translation of government documents, scientific research papers, app instructions, articles of association and agreements.

Dec 2019 -Present

**Belinktrans
Freelance Translator**

Outline

Translation of economic and financial reports, tech manuals, documentation (customs documents, contracts).

May 2017 -Present

**Weleadtrans
Freelance Translator**

Outline

Translation and edition of informed consent forms, brochures, privacy policies, and employee codes.

Individual Cases

Freelance Translator

Bruker Daltonics

Translation of Laboratory Data Management System's Beginners Guide.

Freelance Translator **IRay Technology**

Translation of Remote monitoring system; Proofreading of Thermal Bullet Cameras operating instructions

Freelance Translator **Siemens Digital Industries Software**

Translation of app installation and upgrade Instructions.

Freelance Translator **Appotronics**

Translation of ESG Investment White Paper.

Freelance Translator **Amazon Web Services (AWS)**

Translation of training documents, marketing and promotional PPT; Translation of texts for Amazon website localization, training scripts.

Education

- **Master's degree**
 - Massey University, New Zealand
 - Feb 2015 - Jul 2016
 - Information Technology (Natural Language Processing & Machine Learning)