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Summary: Professional linguist seeking translation/interpreting position in global communication field. Key skills include translating, proofreading, subtitling and post editing. Excellent face-to-face and digital communication skills.

Skill Highlights:

- **Full bilingual proficiency in English and Chinese** Simplified, both verbal and written
- 6+ years of experience translating & interpreting between English and Chinese
- 6 years of experience proofreading various channels including print, digital and social media; TAUS-certified post editor
- Demonstrated proficiency in Subtitle Edit, OONA, Oracle, SAP and CAT tools including Matecat, Memsource, MemoQ, SDL Trados, Wordbee
- Detail-oriented with strong team building skills

Education & Training:

- New York University, New York, NY, MS in Translation & Interpreting, 2021-Present, Cumulative GPA: 4.0
- 40+ hours professional training in Medical Interpreting, MITS, May 2020
- University of Portland, Portland, OR, Master's in Business Administration(MBA), Marketing, August, 2016, Cumulative GPA: 3.68
- Pacific Lutheran University, Tacoma, WA, Bachelor's in English Writing Cumulative GPA: 3.6

Work Experience:

Freelance Translator & Interpreter, Portland, OR, Aug 2021—Present

S.J. Distributors Inc., Portland, OR, Translator & Chief Editor, Apr 2020—Nov 2021

- Complete over 350 translation and proofreading projects from Chinese to English to the highest quality standards in the fields of marketing, retail, new media, human resources and etc.
- Proofread and oversee quality control of all company-wide communication and marketing content

Portland Public Schools, Portland, OR, Translator (fully remote), Apr 2020—Present

- Provide top-notch English to Chinese translations with speed, accuracy and correct language usage for a variety of communications and documentation across the district
- Particularly good at meeting tight deadlines for time-sensitive projects

Bamboo International School, Portland, OR, Content Specialist, Jan 2019—Feb 2020

- Draft a wide variety of documentation including marketing materials, policy manuals, newsletters and school notifications
- Proofread translated communications and marketing materials for accuracy, consistency and style

Multnomah Education Service District, Portland, OR, Native Linguistic

Scorer, Feb 2018—Present

- Score reading, writing and math essential skills assessments using Oregon State scoring rubrics

Beverly Furniture, Portland, OR, Office Manager, Feb 2016—Nov 2018

- Cooperate with China Team handling international container shipments and manage corresponding documentation and export logistics
- Manage over 50 online vendor accounts, processing invoices and billing to ensure on-time deliveries and customer satisfaction

Immigration Refugee Community Organization (IRCO), Portland, OR, Medical Interpreter, Nov 2013—Apr 2015

- Provide advanced interpreting/translating services to Mandarin & Cantonese-speaking clients in hospital and medical clinic settings

Tektronix Inc., Beaverton, OR, International Trade Compliance Analyst & Translator, May 2013—Jun 2014

- Cooperate with attorney in drafting and reviewing commercial contracts with distributors and vendors in Asia-Pacific market, especially China
- Successfully accomplish auditing of over **28,000** sales documentations to meet requirements for international trade compliances
- Support sales team in analyzing customer data and procurement records, identifying and strategically resolving any discrepancies found

China OCT Group Co., Ltd, Shenzhen, Content Specialist & Editor, Oct 2008—Sep 2012

- Research and edit translated copy, confirming translations adhere to the Company guidelines and design standards.
- Write weekly corporate newsletters and translate business documents into English

Achievements:

- Casting and Modeling in Microsoft *Bing* Commercials, Portland, OR, Aug, 2013
- TV Series *Shenzhen Pioneers*, 2011, English subtitle translator
- Featured Journalist and Columnist at *Shekou News*, Shenzhen, China, 2009
- Winner of First-class scholarship of *Simultaneous Interpretation* program at Hong Kong City University, 2005