Resume

Professional translator with 15 years of experience

Profile:

Full name: Zhang Juan

Date of birth: April 3, 1963
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Email: zhang.ju.expert1@gmail.com

Language pair: English＜＞Chinese (SC&TC)

Services: Translation, localization, interpretation, DTP

Expertise: technical, electronics, engineering, IT, telecom, hardware, software, mechanical, medical, marketing, automotive, press release, legal, contract, trade, architecture, advertisement, finance, real estate, chemical, education

Education: 1995---1989, Beijing Foreign Studies University, Bachelor's degree in English
1993---1996, Xi'an Foreign Language University, M.A degree in English Literature

Experience: 1996---2001, senior translator and interpreter of Huawei (www.huawei.com)
2001---2003, senior translator and editor of Boffin (www.boffin.com)
2003---now, full-time freelancer

Projects (Partial):

1. Four years experience in translating telecom and IT documents between English and Chinese for Huawei Technologies, over 1 million words)
2. Microsoft Vista Operating System User Interface and online help for HP, 26,150 words
3. Kinston Website translations - computer hardware products, 43,260 words, English to HKTC
4. CoAir US Continental Airlines website translation, 64,520 words, English to HKTC
5. Completion of Tax Payment Certificate, 18,697 words, SC to English
6. Implementation Procedure of Quality Management System Accreditation, 13,560 words
7. Stock Acquisition Project of Shandong Roadone Tyre Co. Ltd., 23,300 words, Chinese to English
8. NEC Dual-mode Terminal Communication Protocol Specification, 25,300 words.
9. Getting Started with the Upgrade to SAP ERP 6.0, 85,240 words
10. Vox Beijing, Report 2008 , 5324 words
11. DS Website Translations - digital pay-TV solutions, 17520 words
12. Model 240 Reader Series CE Listings X_EN300330_coverpages, 3,214 words
13. HONG KONG's Education Bureau (EB) Information Center Booklets and Videos
14. IBM WebSphere MQSeries Workflow fixpacks and readmes
15. Annual Report 2008 of NEC 8,000 words

16. A speech addressed on the Symposium for Commemorating 13th "World Elcoteq Beijing, 2004 Employee Survey result & Action Plans, 5,324 words

17. Export Agreement and contract (for Konka Group Co, Ltd), 6,000 words, Chinese to English

18. Training program titled "Towards Effective Projects" of the IPA Institute,50,000 words

19. Insurance claim forms of CIGNA, 70,000 words,

20. Kofax Ascent xtrata Pro software User Interface - automate the capture and exchange of documents and information, 13,510 words, English to HKTC

21. Zestone Localization Project for Sino-Vantage, 25,200 words, English to HKTC

22. SEC softwood USA project, 21,000 words

23. Annual report for Barkly Bank, English to HKTC, 35,000 words

CAT tools: Trados, SDLX, Catalyst, WinTrans, Idiom, Wordfast.

Software: Microsoft Office; Adobe Acrobat, Illustrator, InDesign, FrameMaker, QuarkXpress, CorelDraw, HTML

Rate: USD 0.06 ~ 0.08/source word for TEP

USD 5/page for Desktop Publish Service

Minimum Charge: USD 20

The cost is negotiable depending on the volume of projects.

Daily capacity: 3000 ~ 5000 words.