



Profile of EastSun Translations

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I. About US

EastSun Translations Company is a professional translation firm, founded in 2005 and based in Shenzhen, China. We are dedicated to providing highest quality localization and translation services. Since her foundation, the company has been successful in continuously refining its processes, achieving operating efficiencies, and targeting its approach to attain the quality service at the lowest possible price. We do that through a combination of careful management and appropriate resources, technology, and terminology for your target market. Through years of development, we have been working with many businesses, organizations and government entities around the globe.

II. Our Service

Our services are fully tailored to our clients' unique requirements, and feature:

- Software Localization, Engineering & Testing
- Medical translation
- Marketing translation
- Technical translation
- Training material translation
- Website Localization Services
- Project Management
- DTP/Typesetting

III. Our Experience

EastSun Translations has experience across a wide variety of industries, ranging from high tech to heavy machinery, from medical to consumer products. The list below contains part of industries in which we currently translate.

- Advertising/Marketing
- Apparel
- Automotive (technical documentation, marketing materials)
- Computer (software and hardware)



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- Electronics (electronic devices, home appliances)
- ERP/CRM
- Healthcare, medical device, all kinds of medical science material
- Heavy industry
- Legal
- Machinery (manuals, technical specifications)
- Telecommunications

IV. Languages we can handle

EastSun Translations specializes in the following languages' translation:

- Arabic
- Chinese (TC & SC)
- English
- French
- German
- Italy
- Japanese
- Korea
- Malay
- Mongolian
- Spanish
- Thai
- Vietnamese
- Portuguese
- Russia
- Turkish
- Belgian
- Thai
- Greek
- Czech



V. Our People

We have an experienced professional team with 25 full-time staffs, including 5 PMs, 8 translators, 8 editors, 1 DTP engineer and other administrators, as well as more than five hundreds of freelancers.

We have two basic requirements for our translators: one is proven intellect of foreign languages; and the other is an extensive scope of knowledge and good expression of the translator's language(s). All of their capabilities have been carefully analyzed and chosen from a number of applicants by our rigorous examination. They all have a minimum of three years translating experience in their subject areas. Almost all of them hold of Master's and above degrees.

All our editors and project managers have been in this business for a good amount of time; they are not only experts in translation and localization, but also have a thorough understanding of project flow and quality control issues. We maintain the same high standards of qualification assessment, recruitment and training for our freelance employees that we do for our full-time employees. New freelancers are always added to our active team.

VI. Our Methodology

✧ **Before the translation**

- ✧ From the very beginning of each job we received, our project managers strive to understand the products and organization in order to fully meet your requirements. For software, scientific, technical, medical and pharmacological translation, the use of standard or specifically approved glossaries is especially important.

✧ **During the translation**

- ✧ During the translation process, our translators ensure consistency of the translated texts. The glossary specific for a project and other references (background of the projects, standard glossaries, dictionaries and on-line data bases) are available to the translators.

✧ **After the translation (QC)**

- ✧ At the end of the translation, each text is comprehensively proofread and checked especially with respect to:

- Completeness of the translation
- Terminological consistency



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- Grammar and spelling
- Readability of the linguistic expression

- ◇ **Translation Memory**
- ◇ We utilize translation memory and terminology management tools ensures that consistent language and terminology are used throughout all of your projects, so that we can provide our clients with consistent quality translation for the frequent projects.

VII. Quality Assurance Flow

- Before starting the translation, quality assurance consists of choosing a translator who is best able to provide the client with a satisfactory end-result. Within a field of expertise the translator has strong background and rich experience.
- During the work, quality assurance consists of checking with the translator and passing on to the client any queries, comments or reservations.
- Once the translation has been completed and checked by the translator, then edited by a reviewer in-house, at a basic level, this consists of checking that everything has been translated and that the client's instructions (presentation etc.) have been followed, and finally proofread by a language leader for readability.



VIII. CAT Tools We Use

- Across
- Catalyst
- Deja
- Idiom
- Logoport
- RC-WinTrans
- SDLX
- Sisulizer
- Trados
- Transit
- Wordfast

IX. Vision

Our Vision is to establish the long-term, two-win partnership with each and every of our clients regardless of their size, and become the most preferential Chinese localization and translation vendors of our clients.

X. Mission

We deliver high quality, professional Chinese localization and translation services at the best prices and provide solutions to adapt our customers' products, services and communications for China, The Hong Kong Special Administrative Region of China and Taiwan Region markets. Our demonstrated experience and expertise enable us to deliver outstanding quality translations that meet the requirements and expectations of each and every of our clients



EastSun Translations Co., Ltd.

XI. Contact information

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