**Resume**

**◆Personal Information**

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**◆Highlights**

* 10+ years of experience in translating/editing/proofreading with over 7 million words accomplished
* Proficient in using CAT tools (such as SDL Trados Studio, MemoQ, Wordfast, etc.)
* Fields of expertise: Finance, IT, Marketing, Accounting, Banking, E-learning, etc.
* Solid knowledge of finance and accounting, having passed CFA Level I in 2015
* Some projects involved in translating/editing/proofreading:

Ford financial accounting training tutorial

401K plan

State Street Corporation website and brochure

Investment Funds tutorials

Manual for Jawbone wearable devices

Bedford Offshore Fund PPM

Cisco Collaboration System Solution

Janssen UI and user documentation

Google Web Fundamentals

Equity research reports

**◆Work Experience**

**Freelancer Apr 2012 – now**

* Translate/edit/proofread documents involving such fields as IT, Finance, Accounting, Marketing, etc.

**Vice Manager of Localization Department** **Jun 2010 - Mar 2012**

**Grand Strong Limited (GSL)**

* Translated test files from new clients to obtain new translation business
* Edited/proofread documents to provide quality assurance
* Provided trainings in localization and translation for all of the staff within the Dept

**Senior Translator** **Mar 2007 - Dec 2009**

**PingAn Bank Co., Ltd.**

* Translated banking documents related to corporate banking, retail banking, cards, petty consumer credit, short-term/long-term loans etc, as well as fund trading files and fund policy & process etc.
* Translated financial statements (Balance Sheet, Income Statement, Cash Flow Statement), various financial projects including comprehensive cost accounting system, OPIC system and AS-400 system.

**Localization Translator** **May 2003 - Feb 2007**

**Boffin Language Group Inc.**

* Translated/edited technical documents, financial documents, websites and training manuals, etc.
* Communicated and coordinated with Project Management Dept, suppliers and internal & external translators

**◆Education Background**

* Major in Information Management and Information System, Nanjing University
* Bachelor degree