Resume

**Basic Info.**

Gender: Female

Native language : Simplified Chinese

Diploma: Bachelor Degree. Major: law

Contact information: [trans.bella16@gmail.com](mailto:trans.bella16@gmail.com#inbox/_blank)

Cell phone : +86 18201604632

Using CAT software: MemoQ 2015, Wordfast 3, Trados 2014, Trados 2015,

Using subtitling software: Aegisub32

Transcription software: Aegisub32

**Self Assessment**

1. Highly motivated, serious and responsible, patient and with rigorous attitude in work.

2.Skillful in English to Chinese translation. Diligent and eager to learn knowledge. I am a workaholic .

**Work Experience**

1.Work in Beijing as a freelance translator since November 2013 until now, especially be very familiar with professional English from English into Chinese about law, politics and economics, religion, literature ,tourism, marketing ,business and so on.

2.Work in Beijing Jiayuming Intellectual Property Agency as a patent attorney’s assistant from 2011 until 2012. Be in charge of translating the e-mails from English to Chinese or vice-versa , and translating the documents concerning intellectual property.

3.Work in Beijing Taihe International Travel Agency as a project coodinator from 2009 until 2010.Translating the documents concerning scenic sport , tourist itinerary and hotel booking and so on from English into Chinese or vice-versa.

4.Work in Xinjiang Bole city Notary Public Office as a Notary from 2001 until 2008.

**Education Background**

Sep. 2001 to July 2003, I studied Law in China Central Radio &TV University.

**Thank you very much for taking time in your busy work to review my resume!**