**CCJK Technologies**

Changsha office: Rm 1903, Block A, South Tower, 202 Building, No. 882 Wuyi Avenue, Kaifu District, Changsha, Hunan 410005, P. R. China

www.ccjk.com;

**SUMMARY OF QUALIFICATIONS**:

Founded in 2000 and born for Internet, CCJK is a highly trusted professional e-Services company supported by more than 2,000 talented linguists, engineers, designers and programmers who work as a super organized team. From language translation, desktop-publishing, graphic design, software localization, website development, SEO, user guide to corporate eLearning, we provide one stop solution to help client gain competitive edge. We rely on streamlined and sophisticated process to ensure fast and quality delivery. By trusting CCJK’s one stop solution, you need only focus on your core business, win market share and maximize your profit in simplest and soonest way.

**\* June 2006 – today – *CCJK Technologies Co., Ltd specializing in:***

* Software Development
Website Design
Graphic Design
Translation
DTP (Desktop Publishing)
Document Writing
SEO
iPhone Testing
Data Testing

***Jun 1998 - March 2000 Chief Editor (ERP Department)***Job responsibilities:
1. Design and prepare linguistic style guides and list of terms as well as reference materials.
2. Serve as a bridge between the language specialists and in-house translators and /or external resources to facilitate effective exchange of critical project related information among parties concerned.
3. Supervise the day-to-day activities of editor by conducting a daily random check on all translation to ensure maximum quality service for existing clients.
4. Coach the editors to ensure the highest level of professional linguistic service.

***Mar 1998 - Jun 1998 Senior Translator***Job responsibilities:
1. Editing of software localization projects such as Oracle and Baan.
2. Preparation of glossary terms for projects.
3. Coach junior editors to ensure the highest level of professional linguistic service.

***Apr 1997 - Mar 1998 Translator***Job responsibilities:
1. First line translation and proofreading of projects such as Compaq, Dell, HP, Oracle and Baan.
2. Editing of software localization projects such as Oracle and Baan.

***Languages***
Chinese Simplified
Chinese Traditional
Japanese
Korean
Indonesian
Thai
Vietnamese
Tagalog
Malay
Hindi
Tamil
Bengali
Arabic
German
French
Spanish
Dutch
Italian
Danish
Swedish
Greek
Czech
Russian
Polish
Finnish
Portuguese
Hungarian
Slova Republic

**Localization & Translation Tools:**
Trados
SDLX
Catalyst
DejaVu
Idiom worldserver
IIDS
Loc studio
Oracle
Passolo
Transit
WordFast
Photoshop

**Certifications**

2009 - Today

ATA (American Translators Association) Member

**CCJK Cooperative Partner**

Medical Field：**AstraZeneca、Abbott、Medidata、Parkway Group Healthcare、GE Healthcare、Kodak Medical Imaging、Agilent Medical Device、Omron…**

Financial Field：**Citibank、Asia Banker、Liberty International Underwriters、Manulife、Allianz、First State Investments、Pioneer Investments、Miare Asset…**

Telecommunications &IT Field**：Cisco、Nokia、Broadcom、Intel、Seagate、HP、Dell、Samsung、Sun Microsystems、Borland、EXFO、SAP…**

Manufacturing &Engineering Filed：**Honda、Mini Cooper、Bentley、Miele、Sanyo…**

**Contact Information:**

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