**Elva Zhu**

English <> Chinese Translator and Proofreader with 8 years translating experiences

Email: [elvatrans@126.com](mailto:elvatrans@126.com)

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**Objectives and Promises**

My objectives are to spare every effort in my power to ensure the clients that the works completed by me are of high-quality and accurate. I solemnly make my promises to return the profile in time without any expense of quality all the time. And I will work hard to develop my experience and acquire as much knowledge as needed in the field.

**Education**

Graduated from Linyi University, and was awarded a B.A. degree in English.

Test for English Majors Level-8 (Grade: Good)

**Work Experience** August 2009 up to now Full time freelance translator

January 2007 — July 2009 In-house translator in Beijing Hanniu Translation Company

**Key Areas of Experience 1. Literature Translation**

* Monthly Magazine of South Korea C3 Publisher (Magazine)
* Asian Construction Design Collection (Book)
* Best Construction Collection (Book)
* Construction Conception Diagram (Book)
* Advanced Interior Design (Book)
* FREP-2302-Enterprise culture

**2. Press Release**

* DayGlo China Release -APPVD1
* TYLOO Report Series
* The Next Big Thing (Paper)
* Biofoils Release\_APVD\_to be translated into Chinese (Simplified)-Chinese
* Color Only Better Release - localized for approval
* July 15-19 Chinese Press Trip Itinerary
* Biofoils release press\_APVD\_to be translated into Chinese (Simplified)

**3. Legal Translation**

* The agreement between Smartpods and \*\*\*
* Second amended counterclaim
* Letter of Invitation to Tender
* Subscription\_Agreement\_Class C Offering PARADISE\_RETIREMENT\_AT\_ WAIKIKI\_LLC\_14-Oct-2011
* The father will of Lunyun
* Finders Fee Agreement DRAFT
* Contract Draft - Zhejiang Huangguan
* DEEPWATER TERMS by LAOCAO-V-final
* Legalized certificate for BHRO
* CP0316 Kitemark conditions of contract(issue6)
* Commercial Contracts 24 11 10 v2
* Swarovski YouTube Contest Official Rules (FINAL)
* Facility-Phase 1-Instr to Tender
* Retrieval Form of Trademark ID

1. **Tourism Translation**

* TRML fact sheet May 5th\_The Maldives
* Exploring the Land of Calligraphy
* Chinese fashion
* Hotel Name Simplified Chinese
* Promoest\_boat show\_three files
* Food and Hospitality China
* The trip to Lake District and Yorkshire Dales
* Scenic spot introduction of Zhaga Waterfall
* Zhongcha Valley

1. **Technical Translation**

* Project of X-mass tree
* SVR manual
* Specification for Quality Programs for the Petroleum, Petrochemical and Natural Gas Industry
* Project Management and Engineering Services of Saipem s.a.
* Non-technical service agreement
* Goondicum Redevelopment Plan
* The Project of Oil and Gas Pipeline
* HSE Rules of Temporary electricity

**6. Website Localization**

* AMSC website-Chinese Version
* EVE online game site
* The Site of Motor Island Online Game
* Chinese site of [Friedland Global Capital](http://www.friedlandcapital.com/)
* The chinese site of chunkyfrogmockup

**7. Document translation**

All kinds of graduation certificate, degree certificate, birth certificate, marriage certificate, divorce certificate, transcript, adoption certificate

**Professional Training**

Translation skill training: Translation Theory and Practice given by Professors of Linyi University

Trados training: training courses provided by E5ZJ

**Software**

MS Office 20016; Trados 2016; Tag Editor, SDLX, SDL Trados Studio

**Personal Qualifications**

* Enjoy and have the ability to grab the subtle meaning of every word and choose the exact words to express its meaning in fluent and native-accepted target language
* Ability to work under pressure with ease and efficiency
* Responsible, honest, keen for accuracy
* Skilled in using the translation software like Trados 2009
* Passion to learn every piece of knowledge to complete the task

**Daily Output**

2000-3000 source words (translation)

I have worked with Elva a few years back. She has vast translation experience in different fields such as Technical, Editorial , Marketing. etc.

I am impressed by her proficiency. She is willing to learn new terms and update her knowledge for our long term projects and she welcomes feedback from us. I highly recommend her translation services.

Ellen

Director

SMART translation LLP